NAIPS Internet Service

User Documentation

Version 1.1

User Documentation for

NAIPS Internet Service (NIS)
Version 1.1

1. Introduction 4

1.1 Background 4

1.2 References 4

1.3 Connection - PC and Browser Setup 4

1.4 Interface 5

1.4.1 Login Page 5
1.4.2 Home 5
1.4.3 Menus 5
1.4.4 Login 6
1.4.5 Logout 7
1.4.6 Register 7
1.4.7 Forgotten Password 9

2. Briefing 10

2.1 Location Briefing 10

2.2 Area Briefing 14

2.3 Special MET Briefing 18

2.4 General MET Forecasts 21

2.5 First Light – Last Light 23

2.6 Wind/Temperature Profile 26

2.7 Restricted Area Briefing 32

3. Specific Pre-Flight Information Bulletin (SPFIB) 34

3.1 SPFIB 34

3.1.1 By Stored Routes 43
3.1.2 By AD HOC Routes 43
3.1.3 Height bands 44
3.1.4 SPFIB Full Text NOTAM 45

3.2 Update 48

3.3 Previous 51

3.4 Active 52

3.5 Saved 55

4. AVFAX Briefing 57

4.1 New Briefing 57

4.2 Update AVFAX Briefing 59

4.3 Active Briefings 59

4.3.1 Custom Codes 61
4.3.2 Product Codes 64

5. Flight Notification 65
5.1 ICAO 65
5.2 Sartime 85
5.3 Active 92
5.4 Saved 95
5.5 AIP Flight Notification Form 98
5.6 Aircraft Profile 98
5.7 Aircraft Profile Directory 104
6. GPS RAIM Availability 105
6.1 Australia 105
6.2 New Zealand 108
6.3 Solomon Islands 109
6.4 Tonga 109
7. Charts 110
7.1 Chart Directory 110
8. Other Services 112
8.1 Time Zone Converter 112
8.2 Moon rise/Moon set 113
9. Documents and Downloads 114
9.1 About NAIPS 114
9.2 User Manual 114
9.3 Getting Started Guide 114
9.4 Frequently Asked Questions 114
9.5 Aircraft Type Designators 114
9.6 Operational Documentation (AIP, ERSA, DAH etc) 114
9.7 Local Time to UTC Conversion Chart 114
9.8 CASA Visual Pilot Guides 114
10. Account Management 115
10.1 View Account 115
10.2 Update Account 116
10.3 Change Password 117
10.4 Create and Manage Groups 118
10.5 Personal or Group 121
11. NAIPS for Windows Templates 122

1. Introduction

1.1 Background

The National Aeronautical Information Processing System (NAIPS) provides a central database of Meteorological, NOTAM and chart information. The system is used by the Australian Flight Information Centre (AusFIC) to provide pre-flight and in-flight Briefings and to accept and distribute flight notifications.

Access to the NAIPS Internet Service (NIS) is available via the link on the Airservices home page http://www.airservicesaustralia.com or directly via the Briefing Home page http://www.airservicesaustralia.com/naips/

Information available from NAIPS includes Australian and International NOTAM, status of Restricted Areas, Meteorological information (Area Forecasts, AREA QNH, TTF/METAR/SPECI, TAF, AIRMET and SIGMET), ATIS, GPS RAIM availability, First-light / Last-light and Meteorological charts. MET and NOTAM information is available on all Australian locations and selected locations outside Australia.

Flight notification details can be submitted through NAIPS in ICAO format (Domestic or International) and SARTIME format.

1.2 References

AIP ENR 1.10 Appendix 2

1.3 Connection - PC and Browser Setup

To access the NIS you must have a current version browser installed on your PC, such as Internet Explorer, Firefox or Chrome. The PC must have access to the Internet through an account with an Internet Service Provider (ISP) or a permanent connection.

Note: Compatibility with a mobile device (such as PDA/3G Phone) is not guaranteed, however setting your mobile device web browser to ‘Always accept cookies’ may assist you to use the site.

For Microsoft Internet Explorer, the 'Tools | Internet Options | Privacy Tab | Advanced' item should be set as follows (if present):

- Always allow cookies

For Microsoft Internet Explorer, the 'Tools | Internet Options | General Tab | Browser History | Settings' item should be set as follows (if present):

- Set to automatically

A useful tip for the items in the Documents and Downloads menu is to right click on an item, select “Open in New Window” and resize the widow to display simultaneously with the relevant NIS page. E.g. when creating an ICAO Flight Plan, it may be useful to display the User Manual or AIP ENR 1.10 Appendix 2 alongside the ICAO form.

Requested information on forms can be entered in upper or lower case characters and the system will convert case as required.

Passwords are case sensitive.

1.4 Interface

NIS pages present to users a series of web pages with menu items on the left side of the page. The menus contain the following items:

1.4.1 Login Page

Account Management
Register for new account
Forgotten Password

1.4.2 Home

Welcome to NAIPS login screen

1.4.3 Menus

Briefing
- Location Briefing
- Area Briefing
- Special MET Briefing
- General MET Forecasts
- First Light-Last Light
- Wind/Temperature Profile
- Restricted Area Briefing

SPFIB
- SPFIB
- Update
- Previous
- Active
- Saved

AVFAX
- New Briefing
- Active Briefings
- Custom Codes
- Product Codes

Flight Notification
- ICAO
- Sartime
- Active
- Saved
- AIP Flight Notification Form

- Aircraft Profile
- Aircraft Profile Directory

GPS RAIM
- Australia
- New Zealand
- Solomon Islands
- Tonga

Charts
- Chart Directory

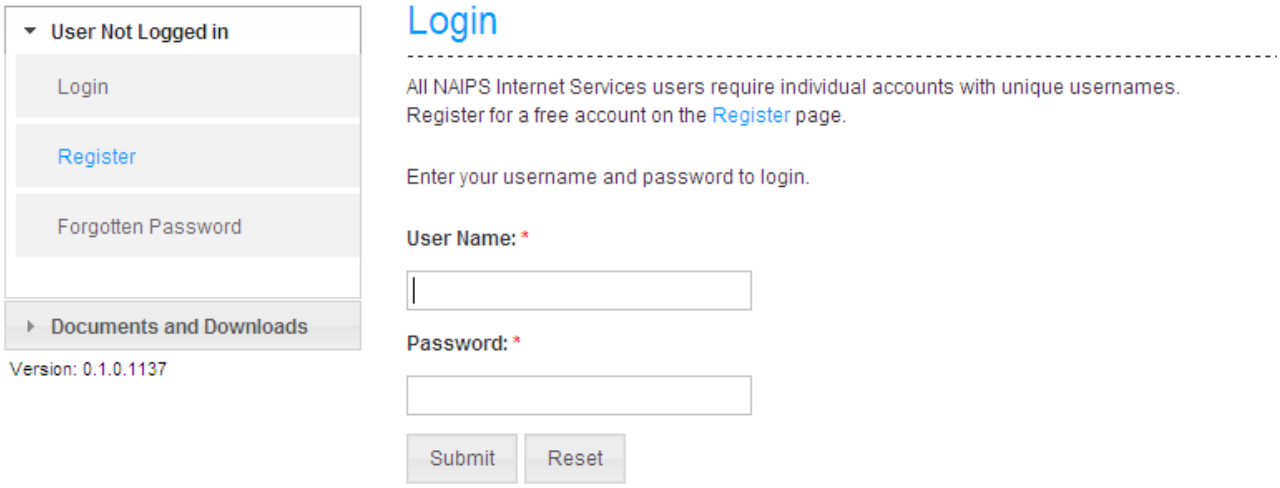
Other Services
- Time Zone Converter
- Moon rise/Moon set

Documents and Downloads
- About NAIPS
- User Manual
- Getting Started Guide
- Frequently Asked Questions
- AIP Flight notification form
- Aircraft Type Designators
- Operational Documentation (AIP, ERSA, DAH, AIP SUP and AIC, DAP)
- Local Time to UTC Conversion Chart
- CASA Visual Pilot Guides

Account Management
- View Account
- Update Account
- Change Password
- Create and Manage Groups

1.4.4 Login

To access the NAIPS Internet service, enter your registered User name and Password.

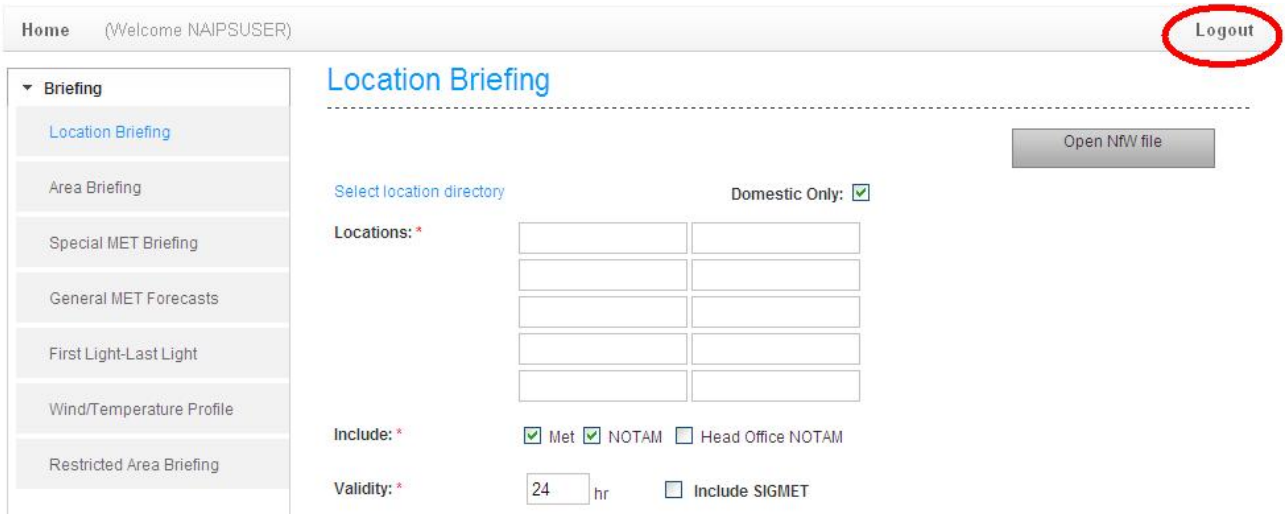


"Submit" To enter the NAIPS internet Briefing service.

"Reset" Clear the information you have entered on this form

1.4.5 Logout

When you have finished using your NAIPS Internet service, you may log out by using the "Logout" link to the top right of the current Briefing session.

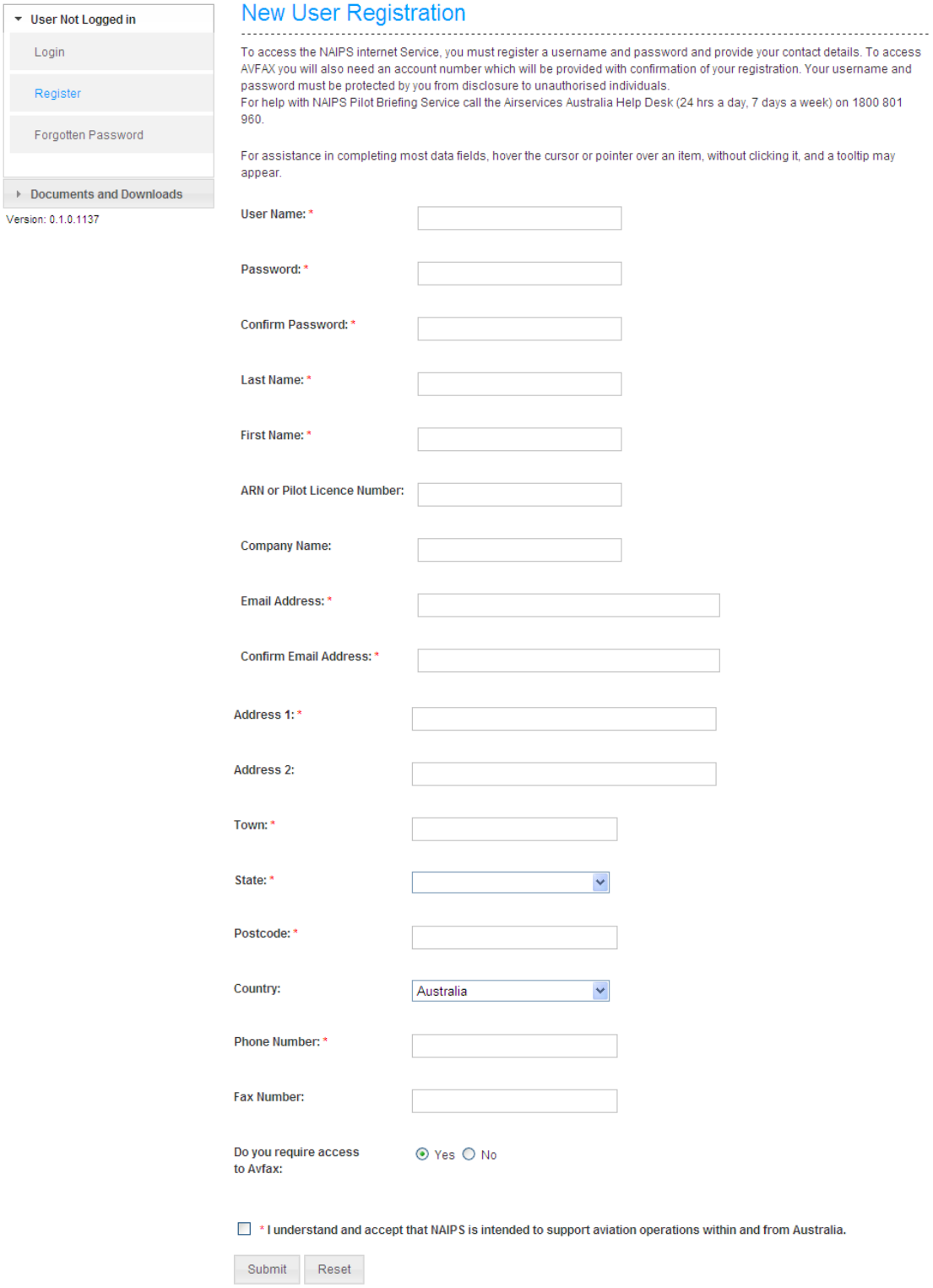


1.4.6 Register

Accessing NAIPS requires free registration, which can be achieved at http://www.airservicesaustralia.com/naips/

On the NAIPS Internet Service home page, click the NAIPS Registration link - ***Register***.

A NAIPS Registration form will appear

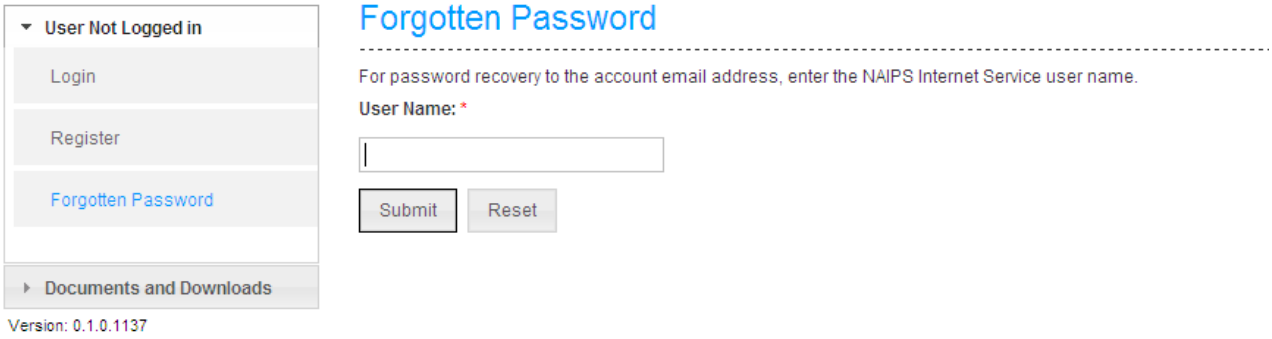

User Not Logged in
Login
Register
Forgotten Password
Documents and Downloads
Version: 0.1.0.1137
New User Registration
To access the NAIPS internet Service, you must register a username and password and provide your contact details. To access AVFAX you will also need an account number which will be provided with confirmation of your registration. Your username and password must be protected by you from disclosure to unauthorised individuals.
For help with NAIPS Pilot Briefing Service call the Airservices Australia Help Desk (24 hrs a day, 7 days a week) on 1800 801 960.
For assistance in completing most data fields, hover the cursor or pointer over an item, without clicking it, and a tooltip may appear.
User Name: *
Password: *
Confirm Password: *
Last Name: *
First Name: *
ARN or Pilot Licence Number:
Company Name:
Email Address: *
Confirm Email Address: *
Address 1: *
Address 2:
Town: *
State: *
Postcode: *
Country:
Australia
Phone Number: *
Fax Number:
Do you require access to Avfax:
Yes
No
* I understand and accept that NAIPS is intended to support aviation operations within and from Australia.
Submit
Reset

Follow the on-screen instructions to complete the form. (* indicates a box that must be completed).

"Submit"	Your registration details will be entered into NAIPS and an email will be sent to your nominated email address, confirming successful registration.
"Reset"	Clear the information you have entered on this form

1.4.7 Forgotten Password

If you happen to forget your NAIPS password, access the “Forgotten Password” menu and enter your registered NAIPS user name. An email will be sent to your currently nominated email account.



“Username” Enter your NAIPS registered Username

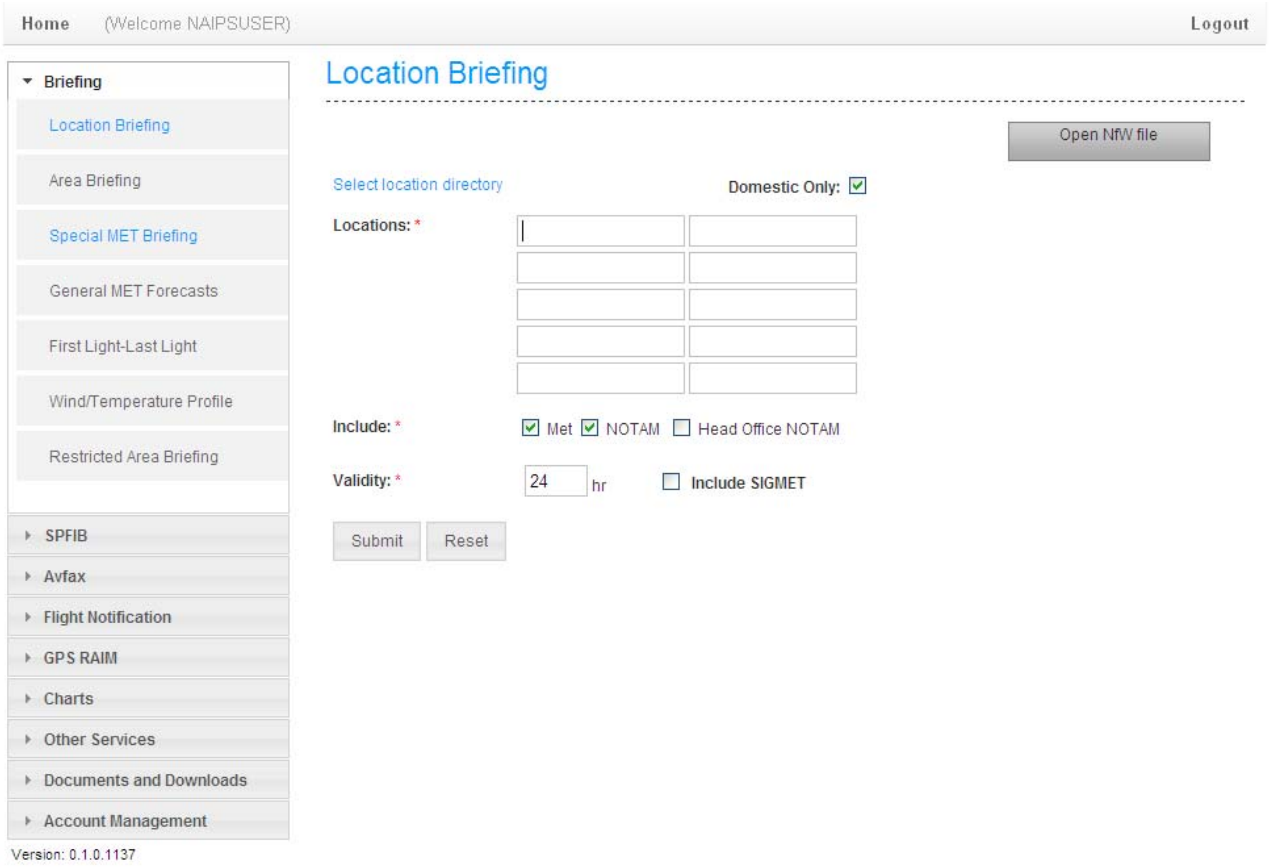
“Submit” Send your forgotten password request

“Reset” Clear the information you have entered on this form

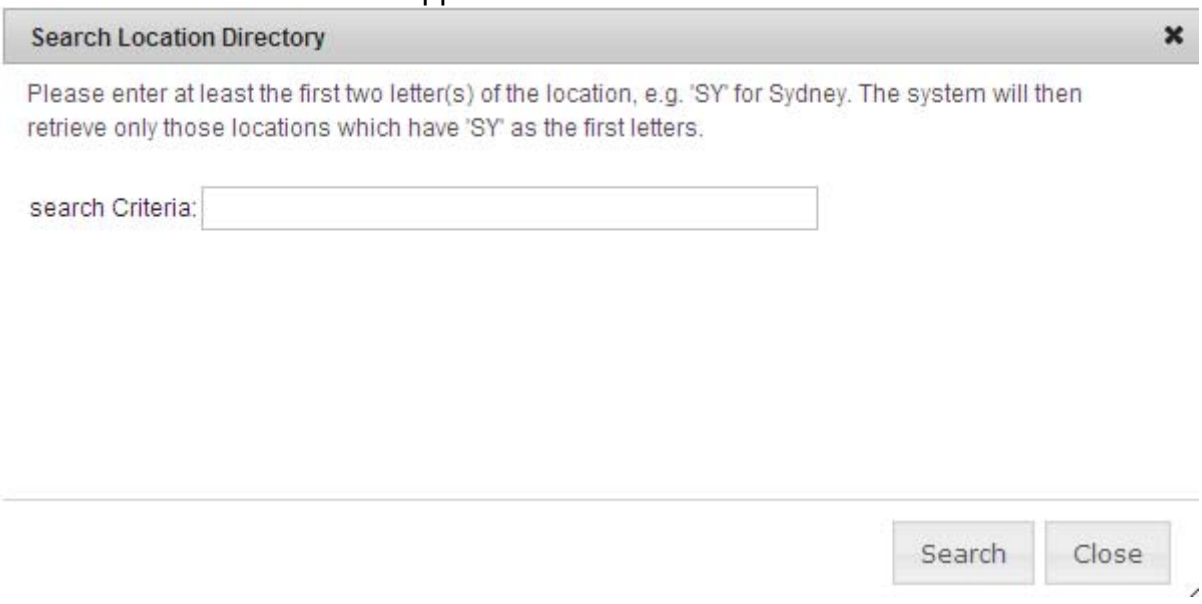
2. Briefing

2.1 Location Briefing

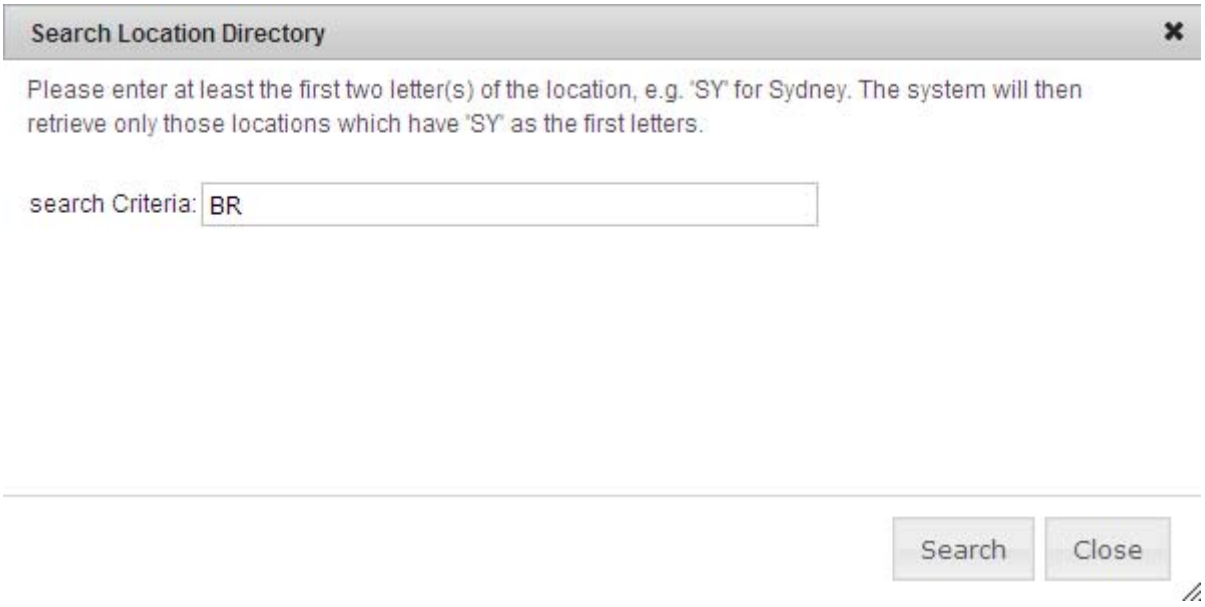
A Location Briefing will provide all MET and NOTAM information on the selected locations



"Select location directory" Generates the location search function to allow you to find an approved location code.

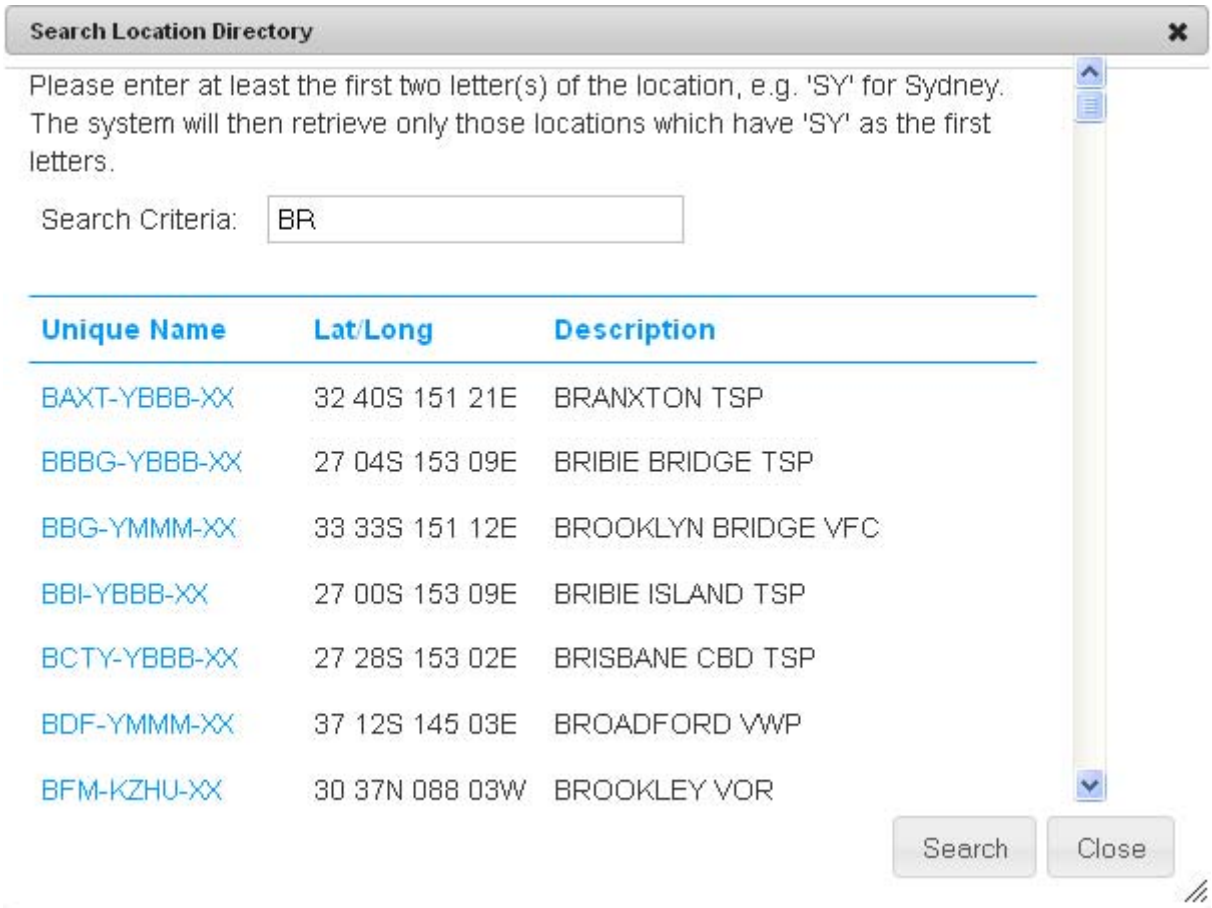

Search Location Directory
Please enter at least the first two letter(s) of the location, e.g. 'SY' for Sydney. The system will then retrieve only those locations which have 'SY' as the first letters.
search Criteria:
Search
Close

Enter at least two letters of the location that you are searching for


Search Location Directory
Please enter at least the first two letter(s) of the location, e.g. 'SY' for Sydney. The system will then retrieve only those locations which have 'SY' as the first letters.
search Criteria: BR
Search
Close

“Search” To generate a list of locations matching your search

“Close” Return to the Location Briefing form


Search Location Directory
Please enter at least the first two letter(s) of the location, e.g. 'SY' for Sydney. The system will then retrieve only those locations which have 'SY' as the first letters.
Search Criteria: BR
Unique Name
Lat/Long
Description
BAXT-YBBB-XX 32 40S 151 21E BRANXTON TSP
BBBG-YBBB-XX 27 04S 153 09E BRIBIE BRIDGE TSP
BBG-YMMM-XX 33 33S 151 12E BROOKLYN BRIDGE VFC
BBI-YBBB-XX 27 00S 153 09E BRIBIE ISLAND TSP
BCTY-YBBB-XX 27 28S 153 02E BRISBANE CBD TSP
BDF-YMMM-XX 37 12S 145 03E BROADFORD VWP
BFM-KZHU-XX 30 37N 088 03W BROOKLEY VOR
Search
Close

This list allows you to scroll through the search records and click on the location that you require.

Clicking on the location will add that code to you Location Briefing form

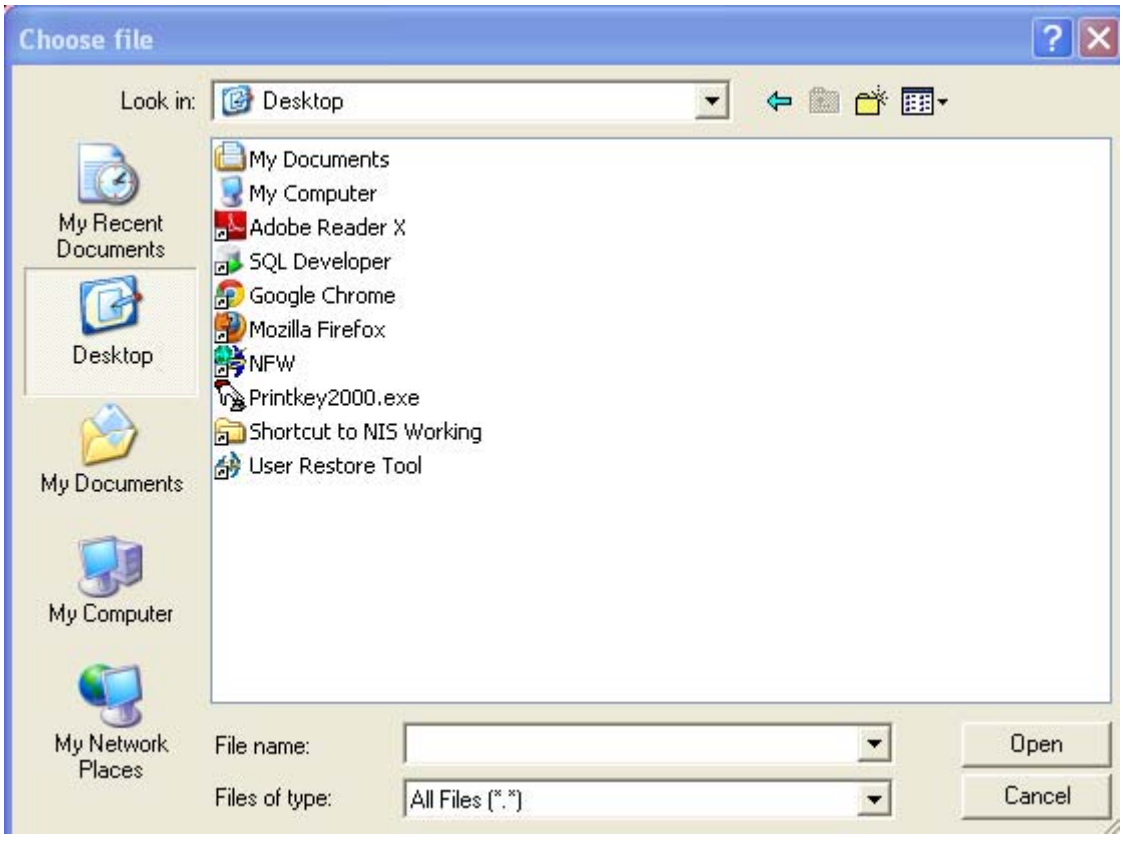
The Search Location Directory form remains open, allowing you to search for a new location code.

Enter at least 2 letters of the next location you are searching and press “Search” again.

“Close” Return to the Location Briefing form

“Domestic only” De-select this option if the flight is proceeding outside of Australia

“Open Nfw File” Open a Directory search on your local computer, which will allow you to navigate to templates stored on your computer.



“Locations” Enter up to ten (10) locations. The 7-series sub-FIR codes can be entered here to retrieve FIR NOTAM. e.g. 7400

“Include”

“Met” if ticked, will include Met information for the locations entered.

“NOTAM” if ticked, will include NOTAM information for the locations entered.

“Head Office NOTAM” if ticked, will include Head Office NOTAM, if required.

“Validity” A validity period of up to 240 (hours) may be added to this box. Default value is 24 hours.

“Include SIGMET” if ticked, will include SIGMET for FIR or sub-FIR locations entered.

“Submit” Create your location Briefing request.

Briefing Location Results For YHBA,YMYB

Print Back

```
0149 UTC 17/09/12              AIRSERVICES AUSTRALIA
                                 LOCATION BRIEFING


PREPARED FOR: NAIPSUSER
VALID FROM 0149 UTC SEP 17, 2012 TO 0149 UTC SEP 18, 2012

                               WEATHER INFORMATION
                               -------------------

HERVEY BAY (YHBA)
    TAF YHBA 162044Z 1700/1712
    06012KT 9999 LIGHT SHOWERS OF RAIN SCT030 BKN045
    INTER 1700/1712 3000 SHOWERS OF RAIN BKN015
    RMK
    T 21 23 22 19 Q 1019 1016 1015 1017

    METAR YHBA 170130Z AUTO 09006KT 9999 // NCD 22/12 Q1018
    RMK RF00.0/000.0

MARYBOROUGH (QLD) (YMYB)
    TAF YMYB 170035Z 1702/1714
    08008KT 9999 LIGHT SHOWERS OF RAIN SCT030 SCT045
    FM171000 08004KT 9999 LIGHT SHOWERS OF RAIN SCT025 SCT040
    INTER 1702/1714 3000 SHOWERS OF RAIN BKN010
    RMK
    T 23 22 18 13 Q 1017 1015 1017 1018

    TAF AMD YMYB 161929Z 1620/1708
    20006KT 9999 LIGHT SHOWERS OF RAIN SCT025 BKN040
    FM170000 08008KT 9999 LIGHT SHOWERS OF RAIN SCT030 SCT045
    INTER 1620/1708 3000 SHOWERS OF RAIN BKN010
    RMK
```

“Print” To open your printer dialog box

“Back” Return to the Location Briefing form.

“Reset” Clear the information you have entered on this form

2.2 Area Briefing

NAIPS employs a code system to assist the user to readily isolate an ARFOR or sub-divisions within an ARFOR for MET and NOTAM Briefing purposes.

A Briefing area is an area that is co-incident with and ARFOR area using the 9 series. e.g. 9400

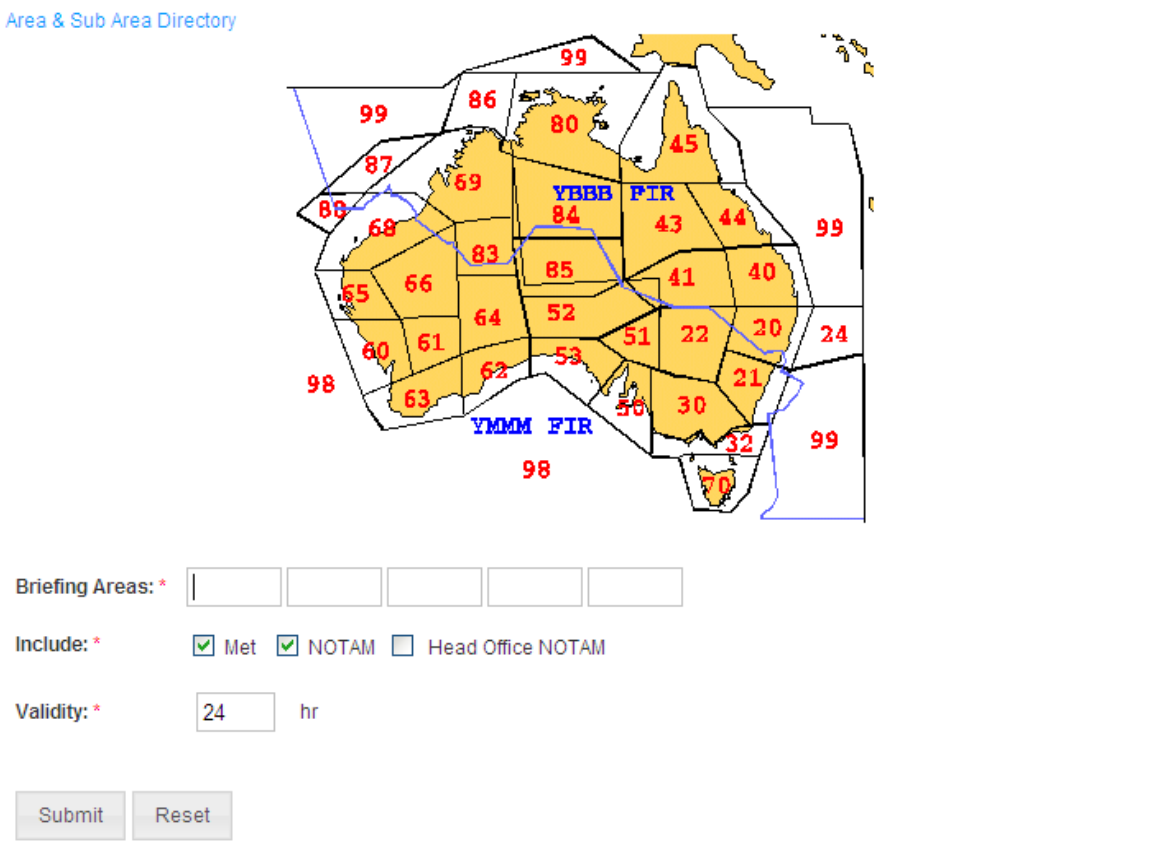
The following information is provided for an Area Briefing:

- Area Forecast
- Met for locations within the area
- NOTAM for locations within the area
- MET and NOTAM for adjacent locations within a 20nm buffer of the area boundary

A 4 digit code system has been allocated to Briefing Areas incorporating the ARFOR number and a sub-division number.

E.g. Area 20 costal sub-division (9201)

9	20	1
(9 series)	(ARFOR area)	(Coastal)



The Area Briefing page allows a user to select the area required from the map of Australia, by simply clicking on the required ARFOR area. This will populate the “Briefing Areas” text box below the map. A maximum of five (5) areas may be chosen for each Briefing request.

Alternatively, the Briefing Area code may be entered directly into the “Briefing Areas” text box.

Selection of sub-divisions relevant to each ARFOR area can be entered directly into the “Briefing Areas” text box, or chosen with the assistance of the “Area & Sub Area Directory” button.

“Area & Sub Area Directory” - This will present the following form, showing the sub-divisions available within the ARFOR areas. You can select up to five (5) areas by ticking the required areas.

Include:

"Met" if ticked, will include Met information for the locations entered.
"NOTAM" if ticked, will include NOTAM information for the locations entered.
"Head Office NOTAM" it ticked, will include Head Office NOTAM, if required.

"Validity" A validity period of up to 240 (hours) may be added to this box. Default value is 24 hours.

"Submit" Create your Area Briefing request

"Reset" Clear the information you have entered on this form

"Back" Return to the Area Briefing main page

Area Briefing Results For Area

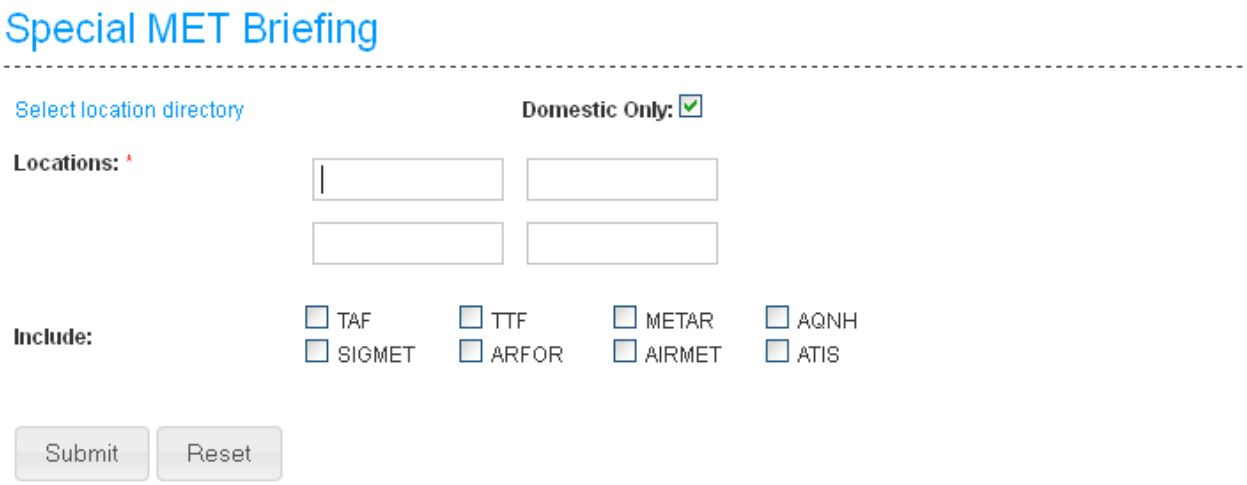
Print Back

```
0205 UTC 17/09/12              AIRSERVICES AUSTRALIA
                                   AREA BRIEFING


PREPARED FOR: NAIPSUSER
VALID FROM 0205 UTC SEP 17, 2012 TO 0205 UTC SEP 18, 2012

                               WEATHER INFORMATION
                               -------------------

AREA41 (41)
    AREA QNH 01/04
    AREA 41: 1016


    AMEND AREA FORECAST 162000 TO 171100 AREA 41.

    AMD OVERVIEW:
    LOW LEVEL TROUGH NEAR YSTO/YGDA SLOW MOVING. ISOLATED SHOWERS AND
    THUNDERSTORMS E OF TROUGH, INCREASING AFTER 02Z. AREAS OF SMOKE BELOW
    10000FT, LOCALLY THICK NEAR FIRES.

    SUBDIVISIONS:
    A: E OF TROUGH
    B: W OF TROUGH

    WIND:
       2000     5000     7000     10000        14000        18500
    A: 010/15   360/15   350/10   VRB/10 MS02  280/15 MS11  340/20 MS18
    B: 150/15   150/15   170/10   VRB/10 MS03  190/15 MS09  240/25 MS18
    REMARKS:
    WINDS AT 10000FT W OF YMNK/YJAK 180/15
```

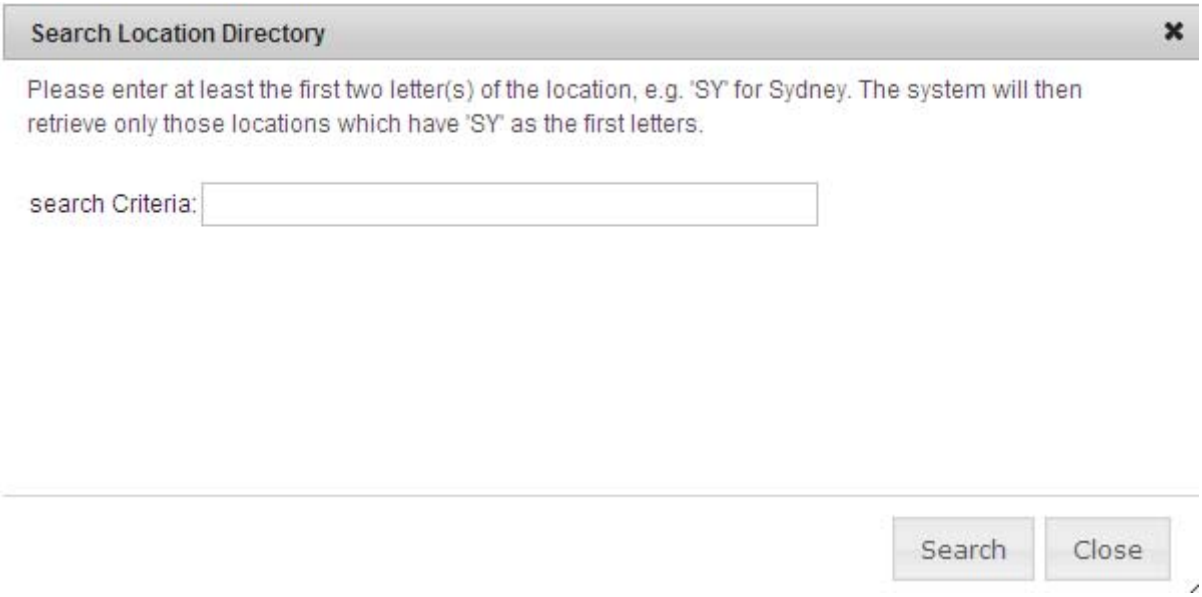
“Print”	Open the printer dialog box
“Back”	Return to the Area Briefing form.

2.3 Special MET Briefing

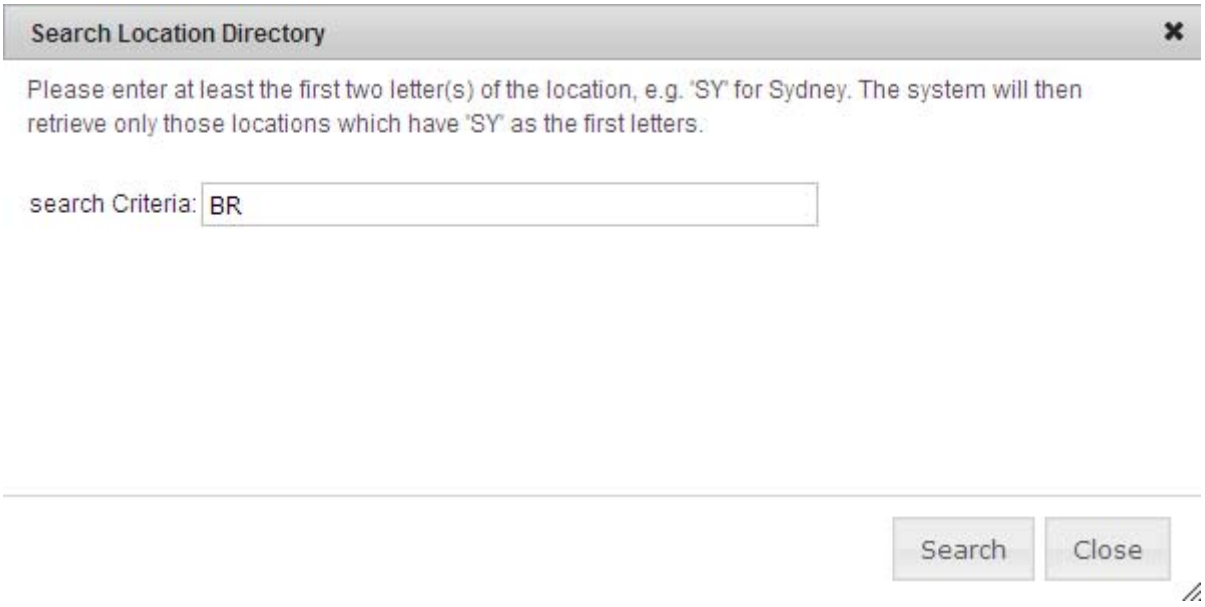
The special MET function allows a user to search for MET messages by type for specified locations.



"Select location directory" Generates the location search function to allow you to find an approved location code.

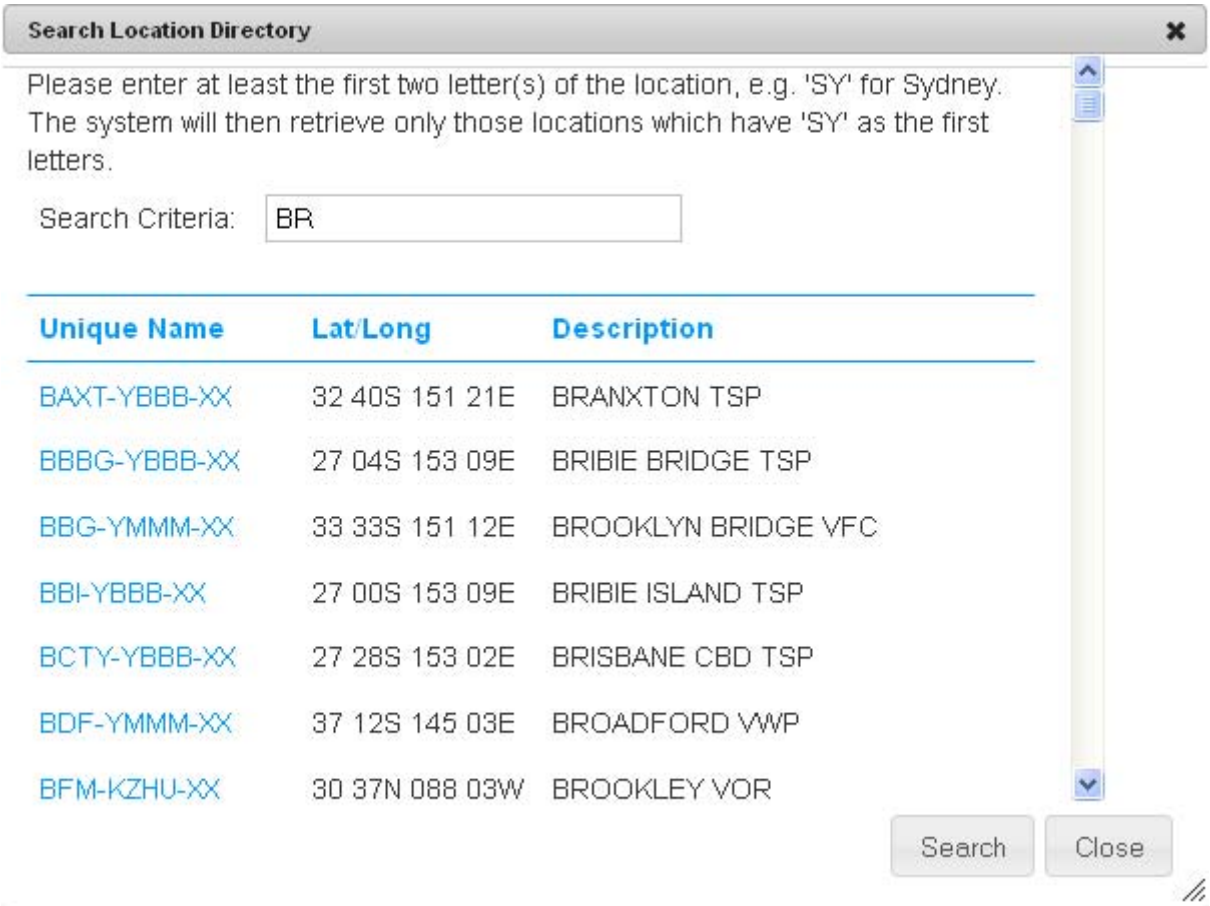

Search Location Directory
Please enter at least the first two letter(s) of the location, e.g. 'SY' for Sydney. The system will then retrieve only those locations which have 'SY' as the first letters.
search Criteria:
Search
Close

Enter at least two letters of the location that you are searching for


Search Location Directory
Please enter at least the first two letter(s) of the location, e.g. 'SY' for Sydney. The system will then retrieve only those locations which have 'SY' as the first letters.
search Criteria: BR
Search
Close

“Search” To generate a list of locations matching your search

“Close” Return to the Special Met Briefing form


Search Location Directory
Please enter at least the first two letter(s) of the location, e.g. 'SY' for Sydney. The system will then retrieve only those locations which have 'SY' as the first letters.
Search Criteria: BR
Unique Name Lat/Long Description
BAXT-YBBB-XX 32 40S 151 21E BRANXTON TSP
BBBG-YBBB-XX 27 04S 153 09E BRIBIE BRIDGE TSP
BBG-YMMM-XX 33 33S 151 12E BROOKLYN BRIDGE VFC
BBI-YBBB-XX 27 00S 153 09E BRIBIE ISLAND TSP
BCTY-YBBB-XX 27 28S 153 02E BRISBANE CBD TSP
BDF-YMMM-XX 37 12S 145 03E BROADFORD VWP
BFM-KZHU-XX 30 37N 088 03W BROOKLEY VOR
Search
Close

This list allows you to scroll through the search records and click on the location that you require.

Clicking on the location will add that code to your Special Met Briefing form

The Search Location Directory form remains open, allowing you to search for a new location code.

Enter at least 2 letters of the next location you are searching and press “Search” again.

“Close” Return to the Special Met Briefing form

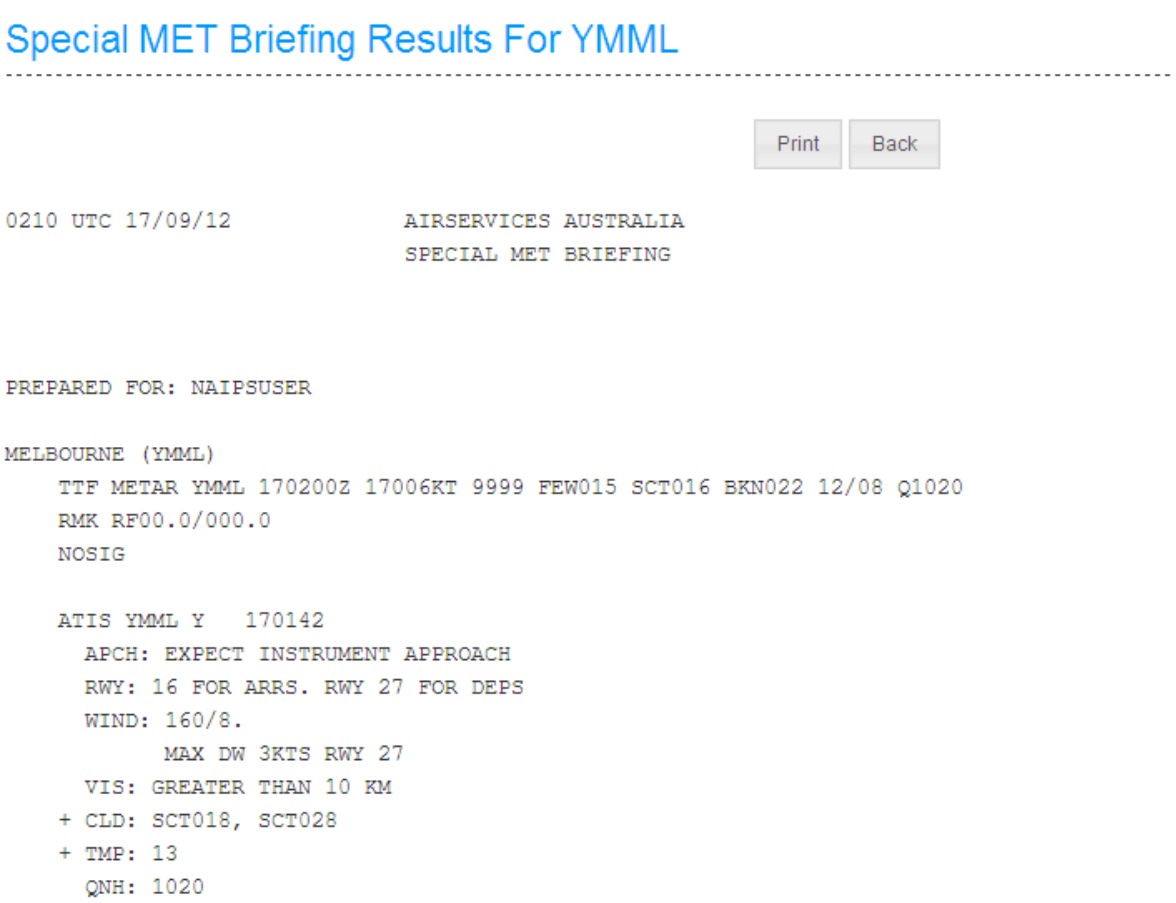
“Domestic only” De-select this option if the flight is proceeding outside of Australia

“Locations” Enter up to four (4) locations or ARFOR areas. Note the “7” and “9” series Area Briefing codes cannot be used on this form.

Include

- “TAF”
- “TTF”
- “METAR”
- “AQNH”
- “SIGMET”
- “ARFOR”
- “AIRMET”
- “ATIS”

“Submit” Create your Special MET Briefing request.



“Print” Open the printer dialog box

“Back” Return to the Special MET Briefing form.

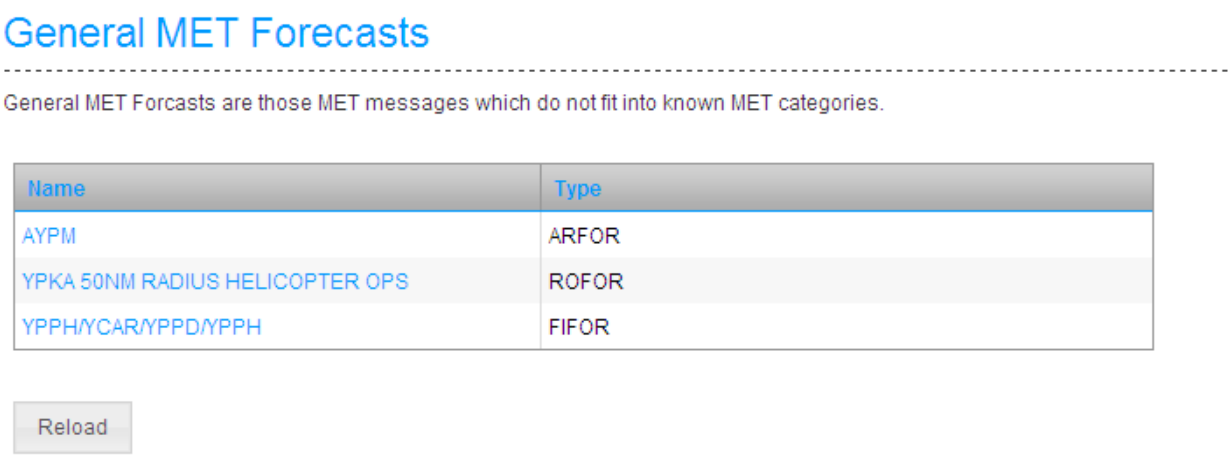
“Reset” Clear the information you have entered on this form

2.4 General MET Forecasts

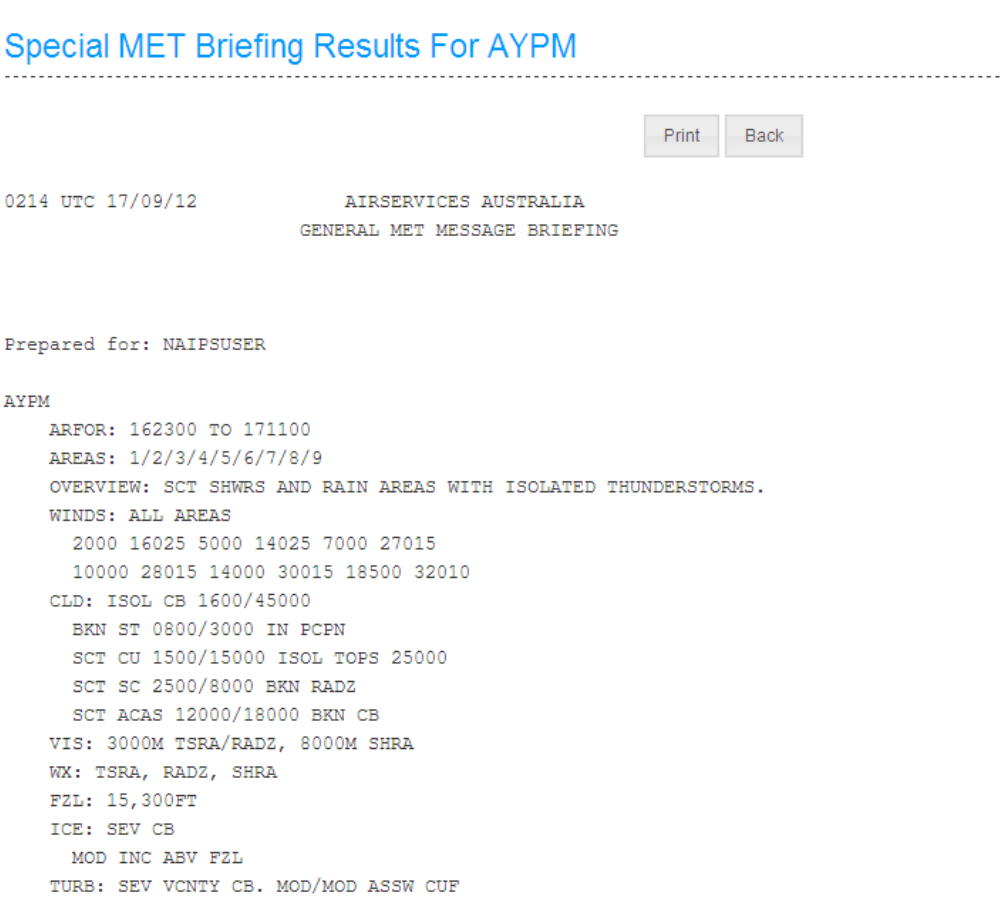
General MET forecasts are those MET messages which do not fit known MET categories. One or more of the general MET messages stored in NAIPS may be retrieved by selecting the menu item.

Messages in this category include Route Forecasts and SAR Forecasts. They are stored in a General MET file with a Forecast name.
(e.g. ROFOR YBDV-YBAS or SAR FCST for SGV)

Selection of the required Forecast is made by clicking on the item.”



“Reload” Refresh the page to search for new General MET Forecasts.


Special MET Briefing Results For AYPM
Print
Back
0214 UTC 17/09/12 AIRSERVICES AUSTRALIA
GENERAL MET MESSAGE BRIEFING
Prepared for: NAIPSUSER
AYPM
ARFOR: 162300 TO 171100
AREAS: 1/2/3/4/5/6/7/8/9
OVERVIEW: SCT SHWRS AND RAIN AREAS WITH ISOLATED THUNDERSTORMS.
WINDS: ALL AREAS
2000 16025 5000 14025 7000 27015
10000 28015 14000 30015 18500 32010
CLD: ISOL CB 1600/45000
BKN ST 0800/3000 IN PCPN
SCT CU 1500/15000 ISOL TOPS 25000
SCT SC 2500/8000 BKN RADZ
SCT ACAS 12000/18000 BKN CB
VIS: 3000M TSRA/RADZ, 8000M SHRA
WX: TSRA, RADZ, SHRA
FZL: 15,300FT
ICE: SEV CB
MOD INC ABV FZL
TURB: SEV VCNTY CB. MOD/MOD ASSW CUF

“Print” Open the printer dialog box

“Back” Return to the General Met Forecasts form.

2.5 First Light – Last Light

The First Light – Last light menu item allows the user to retrieve the first light and last light times for a location on a specific date.

The First Light – Last Light form has the following features

- Location or Latitude/Longitude may be entered
- Domestic and International Locations may be accessed
- Location Directory available
- Defaults to current date, but searches on other dates is available

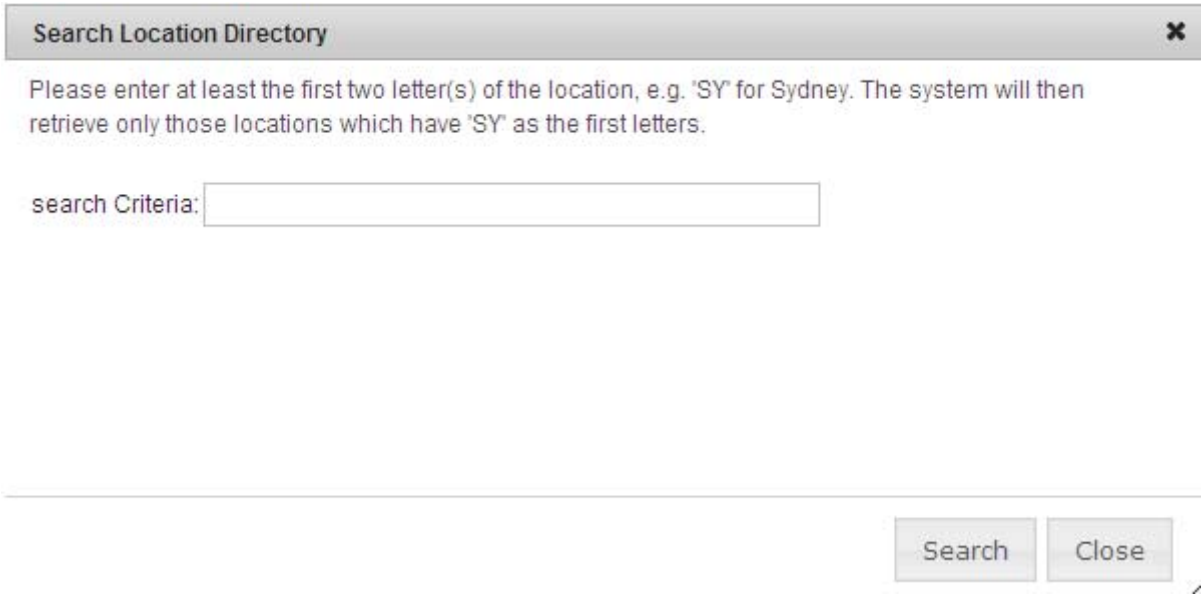
First Light - Last Light
Enter an authorised aerodrome abbreviation (e.g. YMML), a location common name (e.g. Parafield) or a latitude and longitude.
Latitude and longitude must be entered as follows:
Degrees only format (e.g. 33S 151E)
Degrees and Minutes format (e.g. 0530S 14320E)
Domestic Only:
Location or Latitude/Longitude: *
Date (UTC):
YYMMDD
Submit
Reset

"Domestic Only" De-select if the location being searched is not in Australia

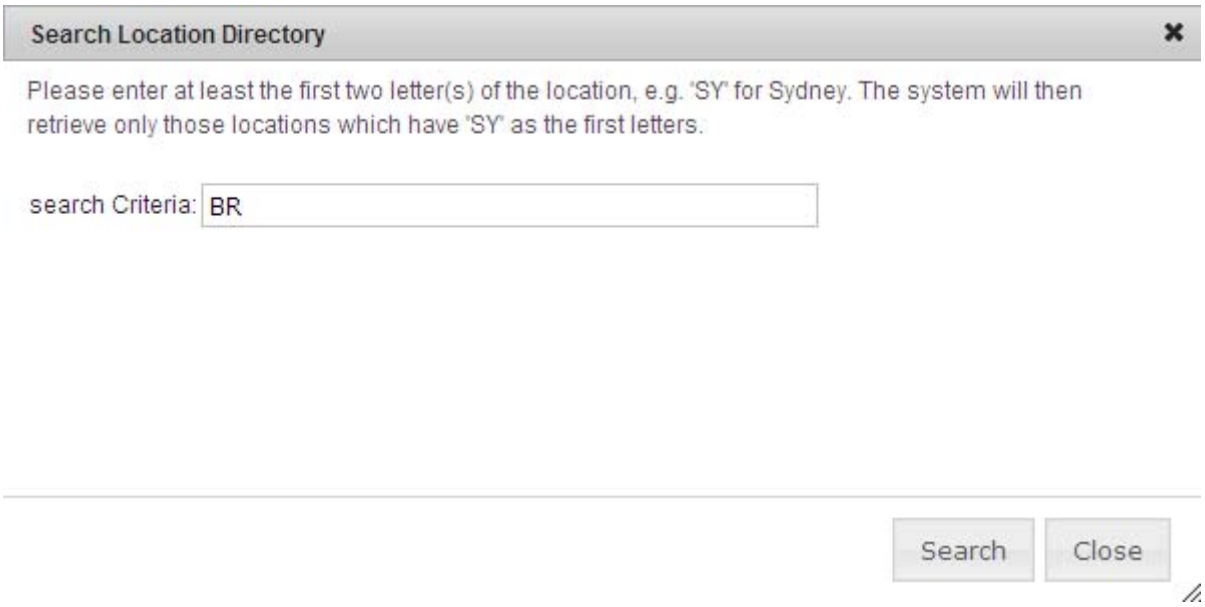
"Location or Latitude/Longitude" Enter a valid location code or Location name in full. A Latitude and Longitude may be entered in the following formats

- Degrees only format (e.g. 33S151E)
- Degrees and Minutes format (e.g. 3305S15135E)

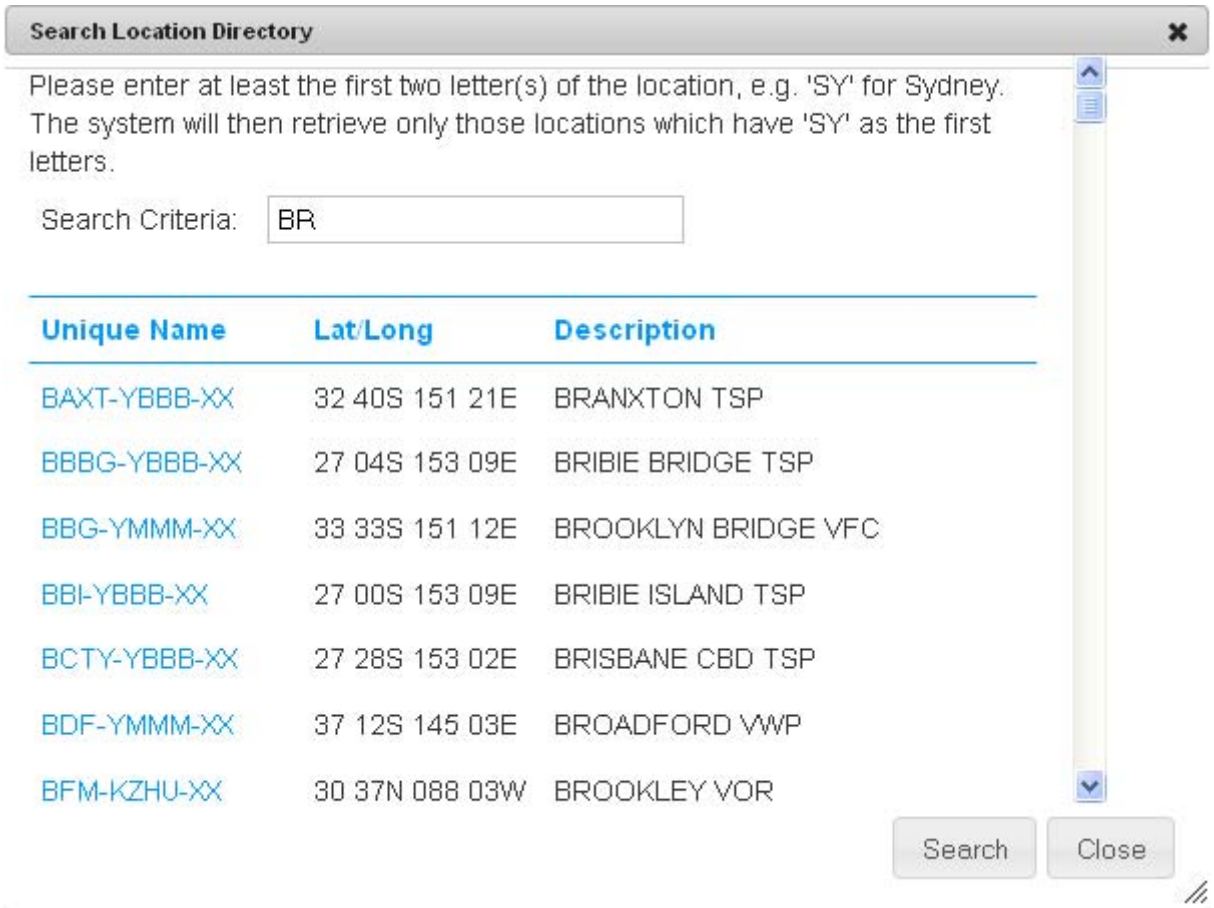
Open a search location directory search


Search Location Directory
Please enter at least the first two letter(s) of the location, e.g. 'SY' for Sydney. The system will then retrieve only those locations which have 'SY' as the first letters.
search Criteria:
Search
Close

Enter at least two letters of the location that you are searching for


Search Location Directory
Please enter at least the first two letter(s) of the location, e.g. 'SY' for Sydney. The system will then retrieve only those locations which have 'SY' as the first letters.
search Criteria: BR
Search
Close

“Search”	To generate a list of locations matching your search
“Close”	Return to the First Light - Last Light Briefing form


Search Location Directory
Please enter at least the first two letter(s) of the location, e.g. 'SY' for Sydney. The system will then retrieve only those locations which have 'SY' as the first letters.
Search Criteria: BR
Unique Name
Lat/Long
Description
BAXT-YBBB-XX 32 40S 151 21E BRANXTON TSP
BBBG-YBBB-XX 27 04S 153 09E BRIBIE BRIDGE TSP
BBG-YMMM-XX 33 33S 151 12E BROOKLYN BRIDGE VFC
BBI-YBBB-XX 27 00S 153 09E BRIBIE ISLAND TSP
BCTY-YBBB-XX 27 28S 153 02E BRISBANE CBD TSP
BDF-YMMM-XX 37 12S 145 03E BROADFORD VWP
BFM-KZHU-XX 30 37N 088 03W BROOKLEY VOR
Search
Close

This list allows you to scroll through the search records and click on the location that you require.

Clicking on the location will add that code to your First Light - Last Light form

The Search Location Directory form remains open, allowing you to search for a new location code.

Enter at least 2 letters of the next location you are searching and press “Search” again.

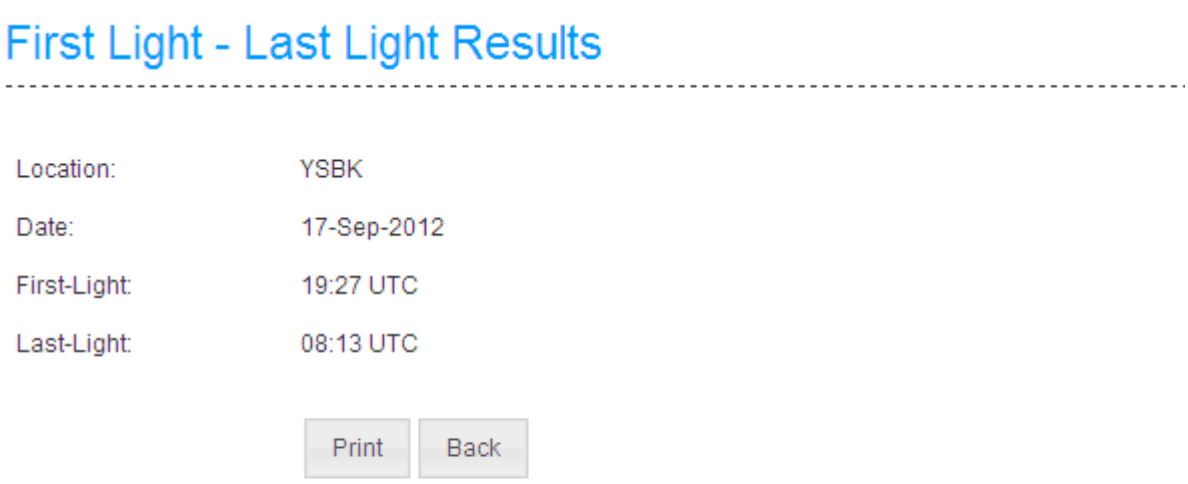
“Close” Return to the First Light - Last Light Briefing form

“Date (UTC) *Default is current date.*

Enter the date into the text box in the format YYMMDD. Alternatively the date may be chosen from the “Calendar” icon to the right of the date field.

“Submit” Returns the First Light - Last Light request

“Reset” Clear the information you have entered on this form



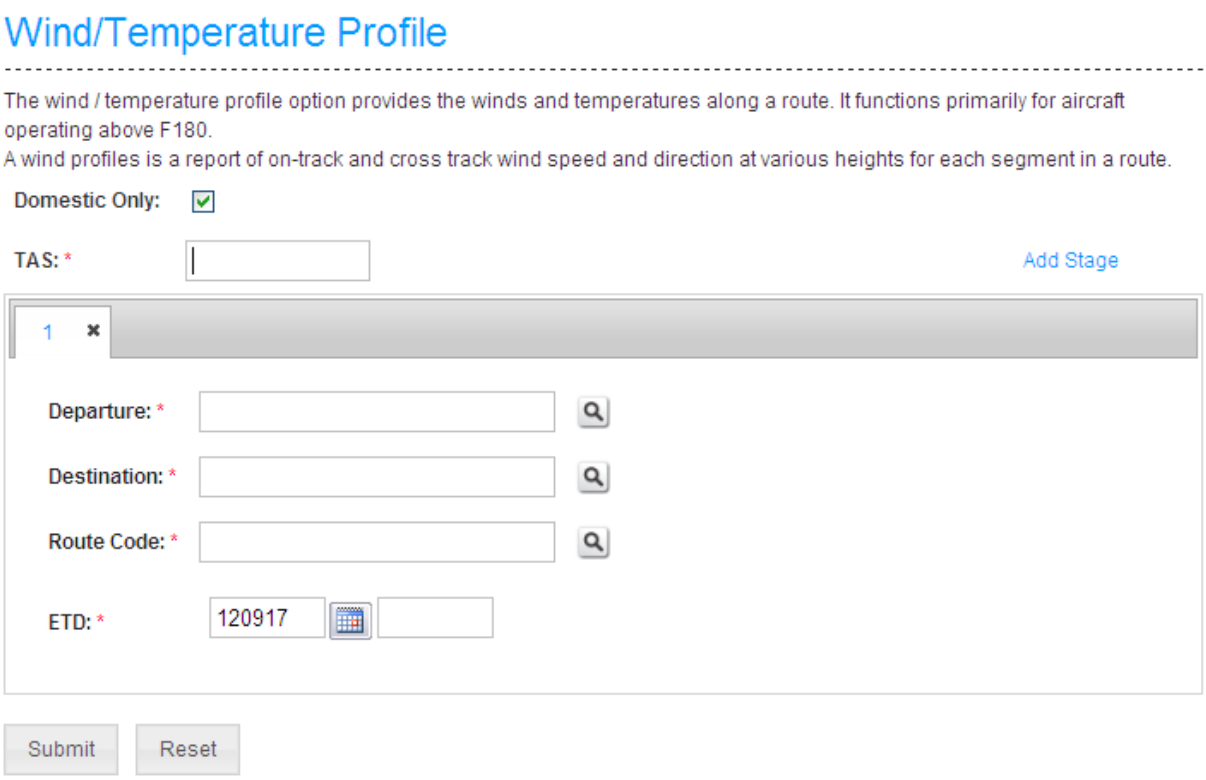
“Print” Open the printer dialog box

“Back” Return to the First Light – Last Light form.

2.6 Wind/Temperature Profile

The Wind/Temperature Profile option provides the winds and temperatures along a route. It functions primarily for aircraft operating about F180.

A wind profile is a report of on-track and cross track wind speed and direction at various heights from each segment in a route.


Wind/Temperature Profile
The wind / temperature profile option provides the winds and temperatures along a route. It functions primarily for aircraft operating above F180.
A wind profiles is a report of on-track and cross track wind speed and direction at various heights for each segment in a route.
Domestic Only:
TAS: *
Add Stage
1
Departure: *
Destination: *
Route Code: *
ETD: *
120917
Submit
Reset

"Domestic only" De-select this option if the flight is proceeding outside of Australia

"TAS" Enter the true air speed of the aircraft as one of the following

- N Knots expressed as N followed by four figures (e.g. N0200 = 200 knots)
- M Mach number expressed as M followed by three figures (e.g. M080 = Mach .80)

"Add Stage" Add another stage to the Wind / Temperature Profile Briefing

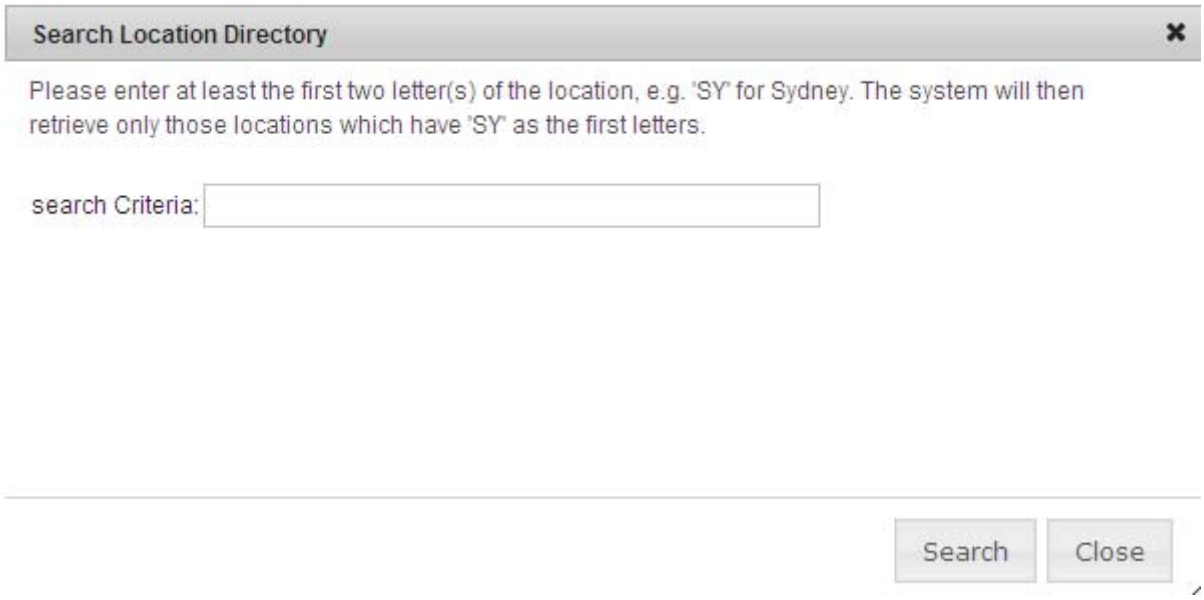
"Departure" Enter the location designator, name or latitude/longitude of the departure aerodrome.

"Destination" Enter the location designator, name or latitude/longitude of the destination aerodrome.

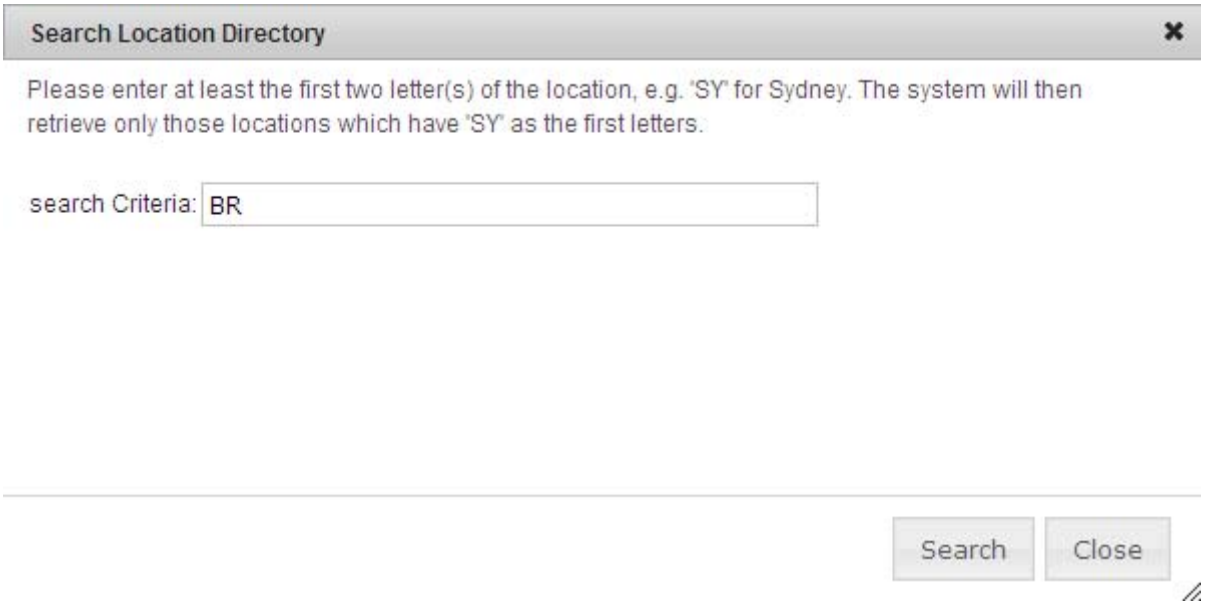
"Route Code" NAIPS stores a number of regularly used routes and attaches standard Briefing lists to the routes. The lists cover all MET and NOTAM requirements for the route. A route code is a single letter and a number (e.g. L1, L2, H1). For a Wind / Temperature Profile briefing only the Wind data will be returned.

An alternative is to enter DCT (Direct). If this option is chosen the information provided will be limited to GRIB winds for levels above F120.

Open a search location Directory or Route directory search

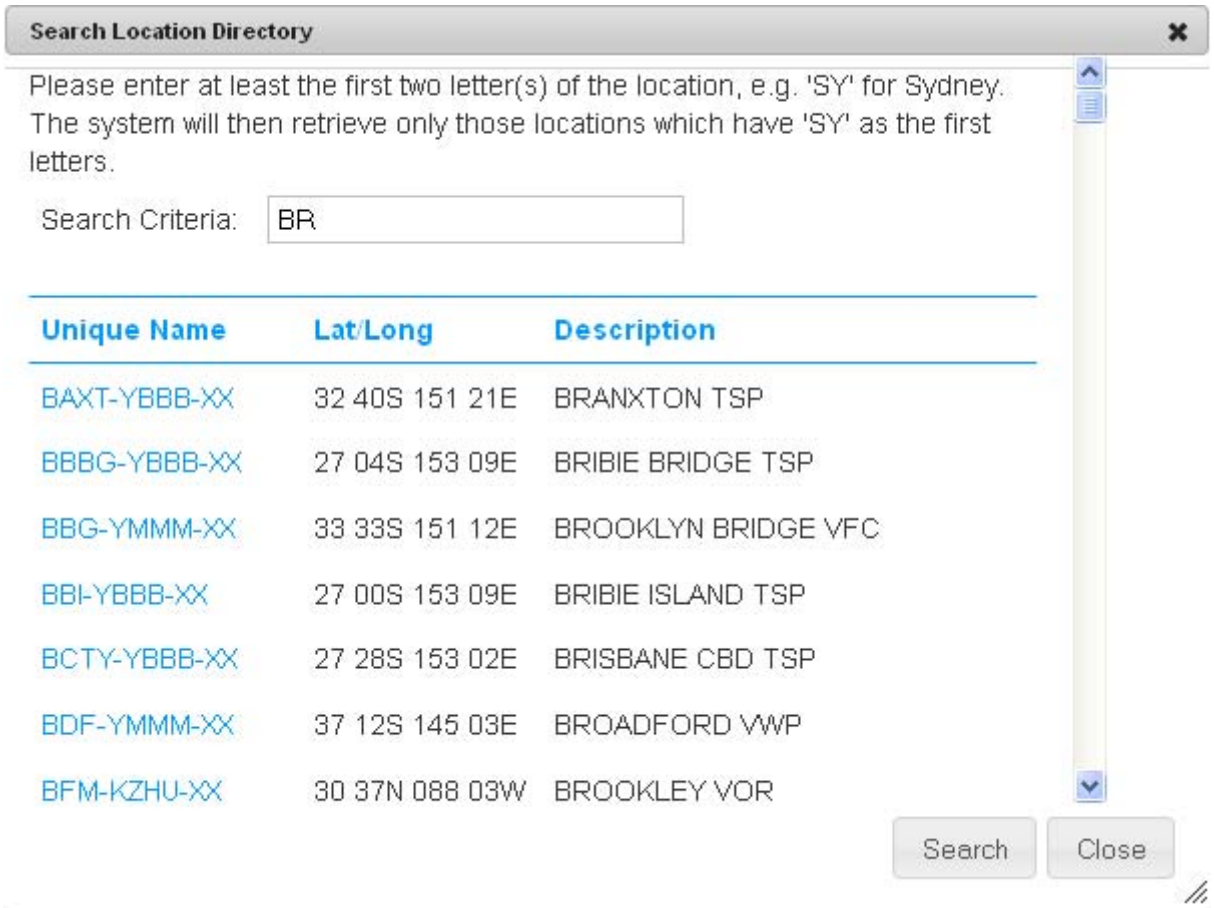

Search Location Directory
Please enter at least the first two letter(s) of the location, e.g. 'SY' for Sydney. The system will then retrieve only those locations which have 'SY' as the first letters.
search Criteria:
Search
Close

Enter at least two letters of the location that you are searching for


Search Location Directory
Please enter at least the first two letter(s) of the location, e.g. 'SY' for Sydney. The system will then retrieve only those locations which have 'SY' as the first letters.
search Criteria: BR
Search
Close

“Search” To generate a list of locations matching your search

“Close” Return to the Wind / Temperature Briefing form



This list allows you to scroll through the search records and click on the location that you require.

Clicking on the location will add that code to your Wind / Temperature Briefing form

The Search Location Directory form remains open, allowing you to search for a new location code.

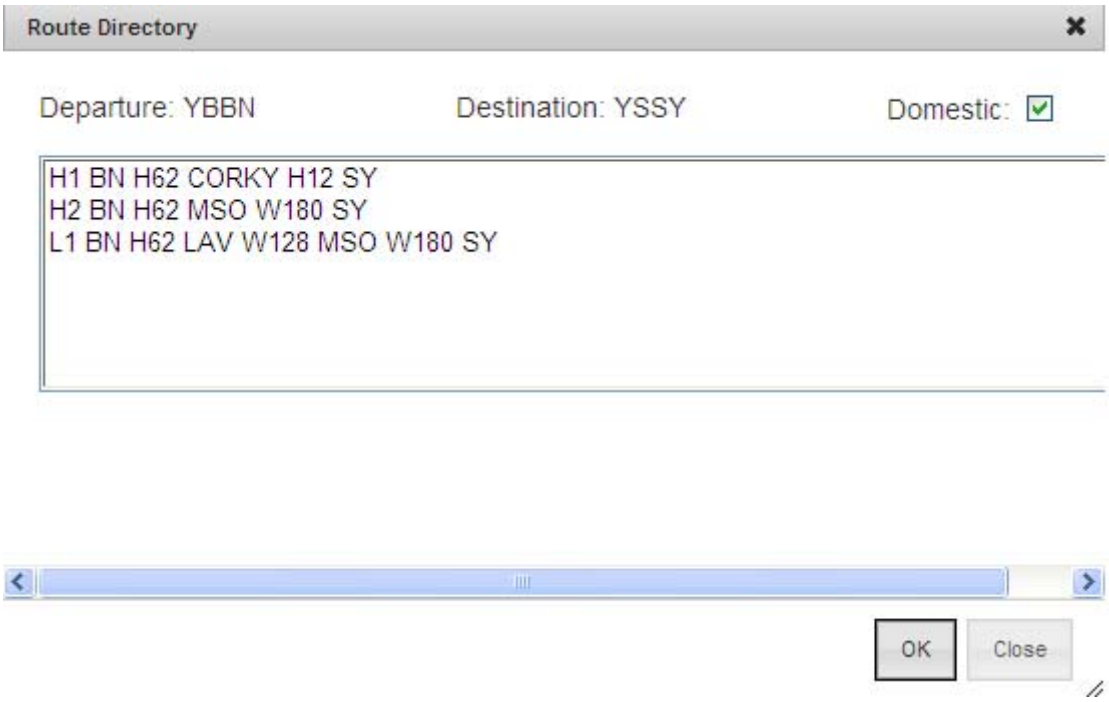
Enter at least 2 letters of the next location you are searching and press “Search” again.

“Close” Return to the Wind / Temperature Briefing form

Search Route Directory

After entering both the Departure and Destination aerodromes, select the search icon beside the Route Code text box.

This will provide a list of stored routes that are available between the Departure and Destination aerodromes. Highlight the route required and press “OK” to populate the Route Code in the Wind/Temperature profile form.



Highlight the required route by clicking on it and then press “OK”.

“Close” Close the current form and return to the Wind/Temperature profile page

“ETD” *Default is current date.*
Enter the date into the text box in the format YYMMDD. Alternatively the date may be chosen from the “Calendar” icon to the right of the Date field. Enter the Estimated Time of Departure as a four figure UTC time in the format HHMM.

“Reset” Clear the information you have entered on this form

“Submit” Create your Wind/Temperature profile request

Wind/Temperature Briefing Results

Print Back

2359 UTC 19/09/12 AIRSERVICES AUSTRALIA
WIND/TEMPERATURE PROFILE

VALID FROM 2359 UTC SEP 19, 2012 TO 0900 UTC SEP 19, 2012

ROUTE WIND CROSS-SECTION (DERIVED FROM GRIB UPPER WINDS DATA)

		TRK(TRUE)	DIST	ALT	DIR	SPD	COMP	XTRK	OAT	ISA
YBBN	YLIS	175	0087	445	264	066	-002	-066	-55	+01
				385	273	094	+013	-093	-48	+08
				340	270	083	+007	-082	-46	+06
				300	267	052	+002	-052	-44	+00
				265	266	035	+001	-035	-29	+03
				185	256	030	-005	-030	-15	+06
				140	252	021	-005	-021	-07	+06
				100	258	019	-002	-019	-01	+04
				050	265	014	+000	-014	+13	+08
YLIS	YGFN	192	0057	445	265	055	-016	-053	-53	+03
				385	272	078	-014	-076	-47	+09
				340	269	062	-014	-060	-49	+03
				300	267	046	-012	-044	-47	-02
				265	258	036	-015	-033	-29	+03
				185	253	030	-015	-027	-16	+05
				140	251	022	-011	-019	-08	+05
				100	265	019	-006	-018	-01	+03
				050	265	015	-004	-015	+13	+07
YGFN	YCFS	172	0034	445	265	049	+003	-049	-53	+04
				385	271	068	+010	-067	-47	+10
				340	268	054	+006	-054	-51	+01
				300	262	046	+000	-046	-47	-02
				265	256	040	-004	-040	-29	+03
				185	249	030	-007	-030	-17	+04
				140	253	025	-004	-025	-08	+05
				100	265	019	+001	-019	-02	+03
				050	267	013	+001	-013	+13	+07

“Print” Open the printer dialog box

“Back” Return to the Wind/Temperature profile form.

2.7 Restricted Area Briefing

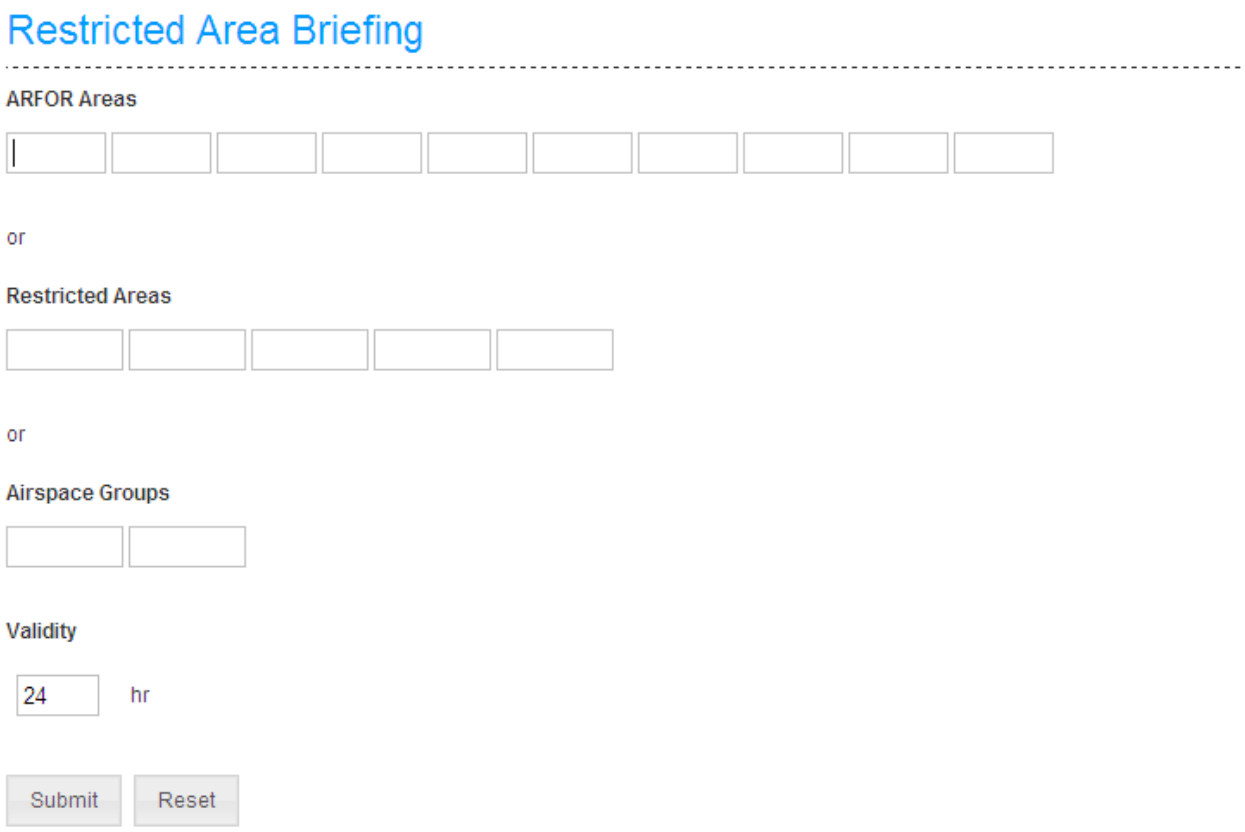
The Restricted Area Briefing provides a graphical display of the current status of restricted areas as listed in the PRD section of ERSA and is updated by NOTAM.

The Restricted Area Briefing display is not dynamic and only provides information current at the time the Briefing is requested. To update it, another request must be submitted.

Note: Restricted areas may be activated with 30 minutes notice and pilots should still check with ATS prior to entering a restricted area.

The Briefing shows the status of permanent and temporary restricted areas. Temporary restricted areas are included in ARFOR area Briefings. If the temporary restricted area has been allocated a number, the number may be entered into the Restricted Area field.

The status of military control zones and military control area is not included.



Complete the form as follows:

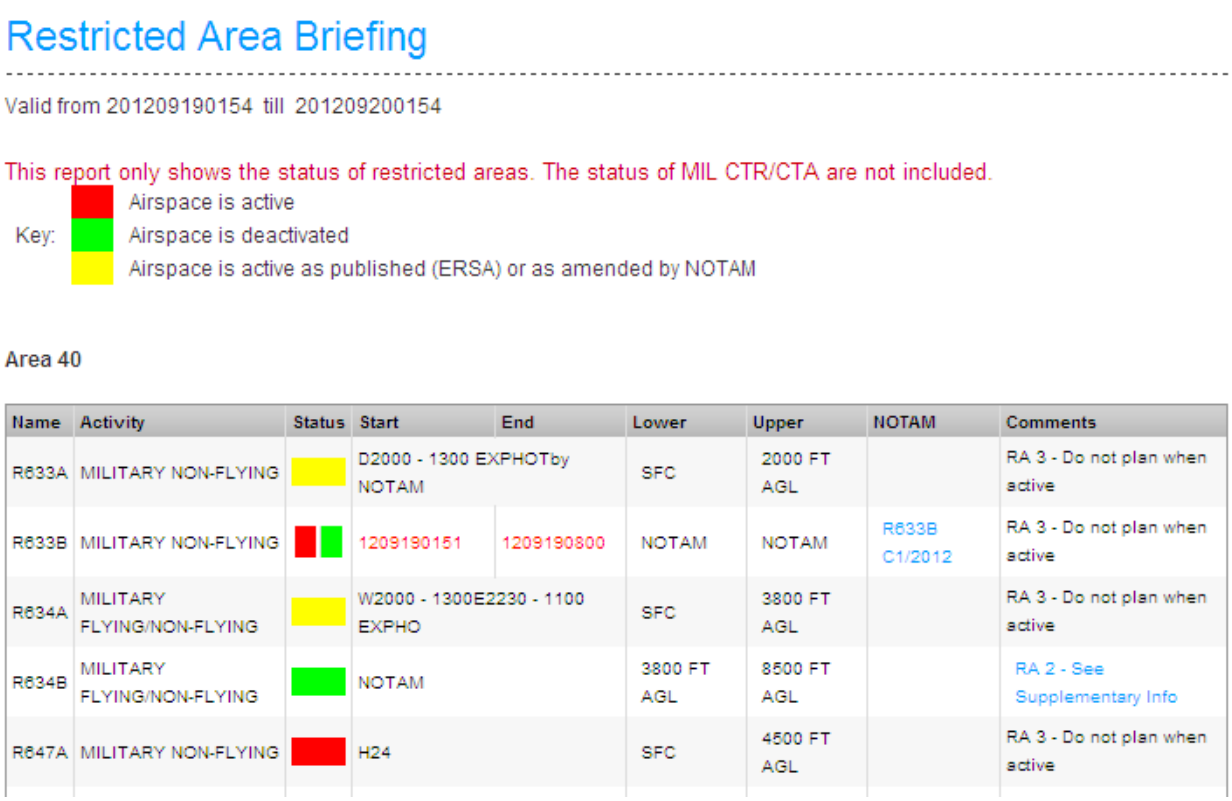
ARFOR Areas	For all restricted areas within an ARFOR area, enter the ARFOR area/s e.g. 20 40
Restricted Areas	For single restricted areas, enter the restricted area number/s e.g. R620A
Airspace Groups	For restricted areas that are part of an airspace group, enter the group airspace code/s e.g. AMX
Validity	A Restricted area Briefing can be valid for a period of one hour to 240 hours. The default validity time is 24 hours.

“Submit” Submit the Restricted Area Briefing request

“Reset” Clear the Restricted Area Briefing form

The returned Briefing will display:

- the validity period of the Briefing
- a key to the colour coding of the status
    - Green - to indicate the area is de-active at the times shown in the Start and End columns in green font
    - Red - to indicate the area is active at the times shown in the Start and End columns in red font.
    - Yellow - to indicate the display is unable to indicate the status of the area. NOTAM must be checked to ascertain if the area is active or de-active
- a list of the restricted areas requested and its activity type.
- the current status of the restricted areas plus any NOTAM changes within the requested validity period.
- The Start and End times of any activity.
- Levels (Upper and Lower limits)
- Any NOTAM current within the requested validity period. To view the NOTAM, click on the NOTAM number.
- Comments about the Conditional RA (Restricted Area) Status.
  (Refer En Route Supplement Australia (ERSA) or Designated Airspace Handbook (DAH)).



Restricted Area Briefing

Valid from 201209190154 till 201209200154

This report only shows the status of restricted areas. The status of MIL CTR/CTA are not included.

Key: Airspace is active
Airspace is deactivated
Airspace is active as published (ERSA) or as amended by NOTAM

Area 40

Name	Activity	Status	Start	End	Lower	Upper	NOTAM	Comments
R633A	MILITARY NON-FLYING		D2000 - 1300 EXPHOTby NOTAM		SFC	2000 FT AGL		RA 3 - Do not plan when active
R633B	MILITARY NON-FLYING		1209190151	1209190800	NOTAM	NOTAM	R633B C1/2012	RA 3 - Do not plan when active
R634A	MILITARY FLYING/NON-FLYING		W2000 - 1300E2230 - 1100 EXPHO		SFC	3800 FT AGL		RA 3 - Do not plan when active
R634B	MILITARY FLYING/NON-FLYING		NOTAM		3800 FT AGL	8500 FT AGL		RA 2 - See Supplementary Info
R647A	MILITARY NON-FLYING		H24		SFC	4500 FT AGL		RA 3 - Do not plan when active

“Print” Open the printer dialog box

“Back” Return to the Restricted Area Briefing form.

3. Specific Pre-Flight Information Bulletin (SPFIB)

MET and NOTAM information relevant to departure, destination and enroute locations is provided on a Specific Pre-Flight Information Bulletin (SPFIB). An SPFIB can be created for a maximum of 10 flight stages.

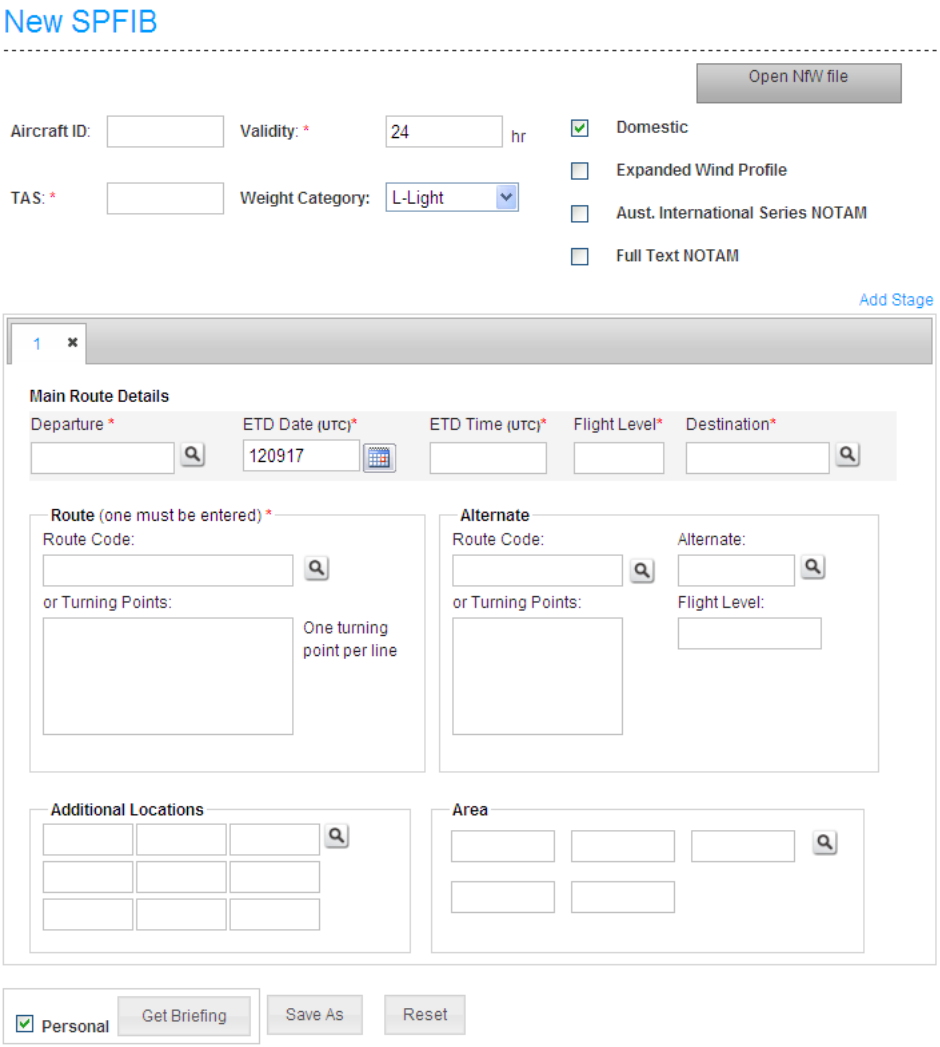
Flight files are used to store, on behalf of users, regular SPFIB details on the system. Each flight file is allocated a name which, when retrieved, will provide default values in the SPFIB form.

When the SPFIB “Stored” menu item is selected, a form is displayed which allows display of any stored personal or group SPFIB. The required SPFIB can be selected by clicking on the filename.

3.1 SPFIB

If a flight file is not held by NAIPS for your flight or you do not wish to use a flight file, a blank SPFIB can be created from the “SPFIB” menu item. Select the form and enter required data.

Field titles with a red asterisk beside them indicate that entering appropriate information is mandatory. The fields on the form should be entered as follows:



"Aircraft ID" Enter the Aircraft Identification (alphanumeric maximum 7 characters)

"Validity" A validity period of up to 240 (hours) may be added to this box. Default value is 24 hours.

"TAS" Enter the true air speed of the aircraft as one of the following

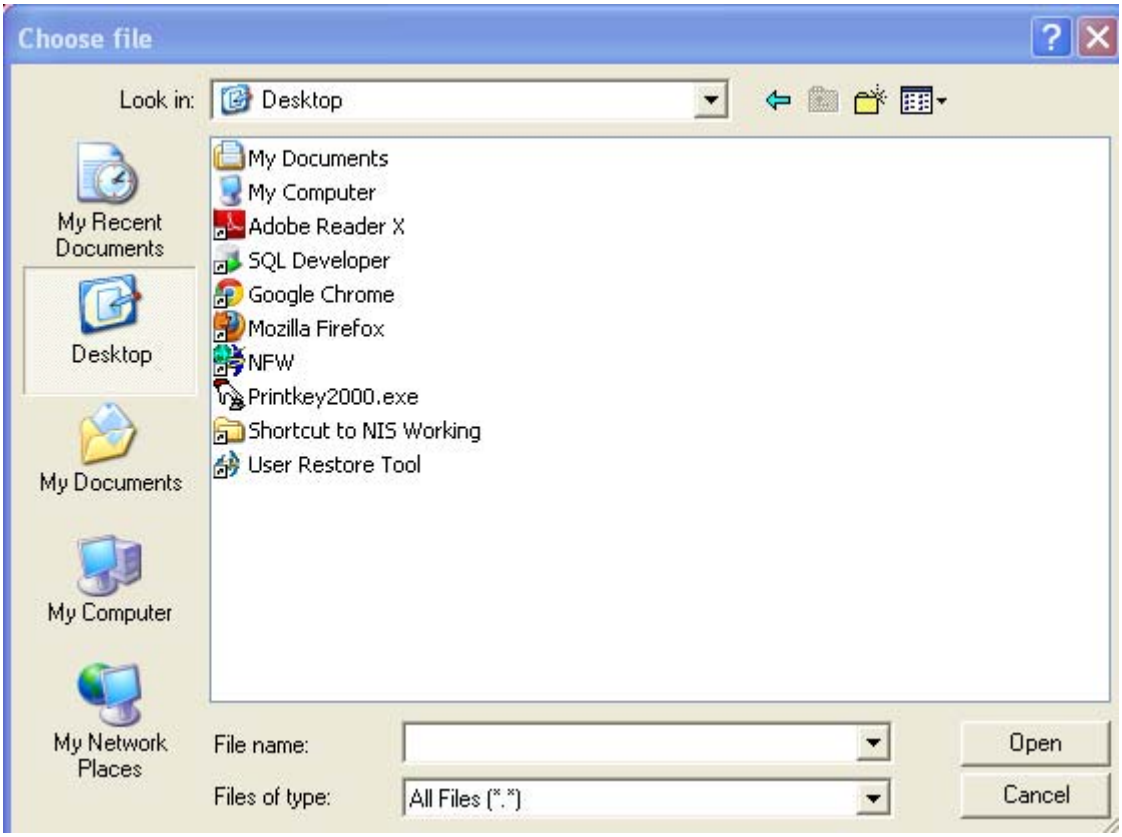
- N Knots expressed as N followed by four figures (e.g. N0200 = 200 knots)
- M Mach number expressed as M followed by three figures (e.g. M080 = Mach .80)

"Weight Category" Drop down menu to enter one of the following options *(Category as listed in AIP)*

- L Light Aircraft with a maximum takeoff mass of 7,000kg or less
- M Medium Aircraft with a maximum takeoff mass of between 7,000kg and 136,000kg

- H Heavy — Aircraft with a maximum takeoff mass of 136,000kg or greater

"Open Nfw File" — Open a Directory search on your local computer, which will allow you to navigate to templates stored on your computer.



"Domestic" — De-select this option if the flight is proceeding outside of Australia

"Expanded wind profile"

This field is relevant to flights receiving a Wind / Temperature profile above F120.

If not selected, the Wind / Temperature profile will be provided for a direct route between the Departure and Destination. Headwind / Tailwind component (COMP) and Cross track (XTRK) information will not be supplied.

If selected, Wind / Temperature profile will be provided between each set of turning points including COMP and XTRK information.

"Aust. International Series NOTAM"

If selected, all Australian NOTAM provided will be in International format as full text (only relevant to International Flights)

"Full Text NOTAM" To retrieve all NOTAM information in full text.

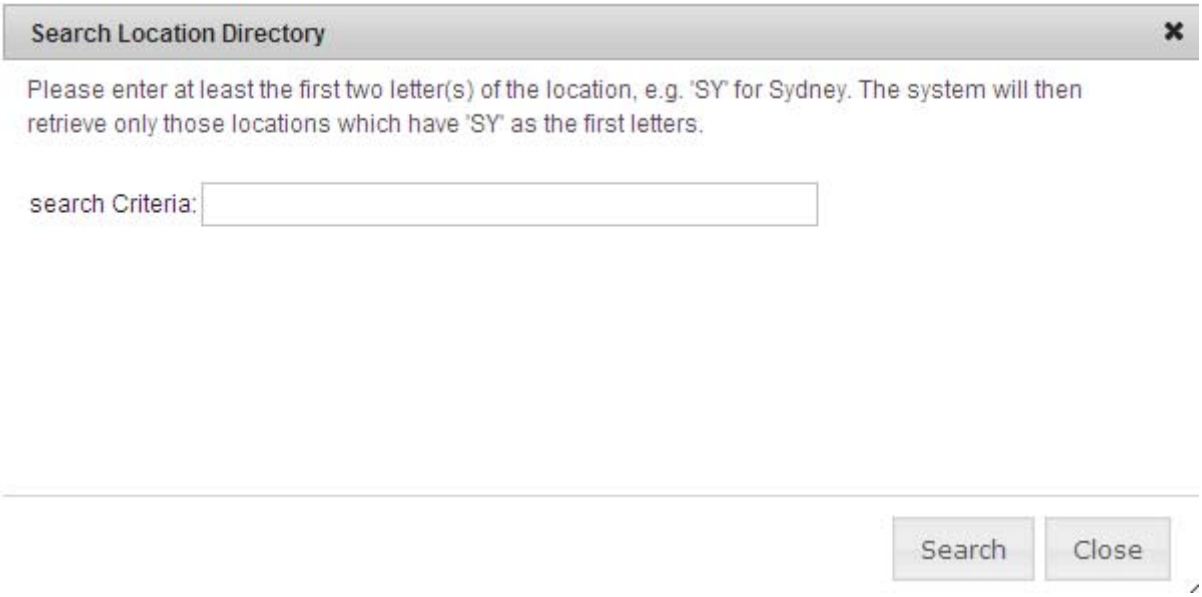
NOTAM that have been active for more than seven (7) days are shown on an SPFIB as one line summary

“Add stage” Additional legs can be added by to the SPFIB.

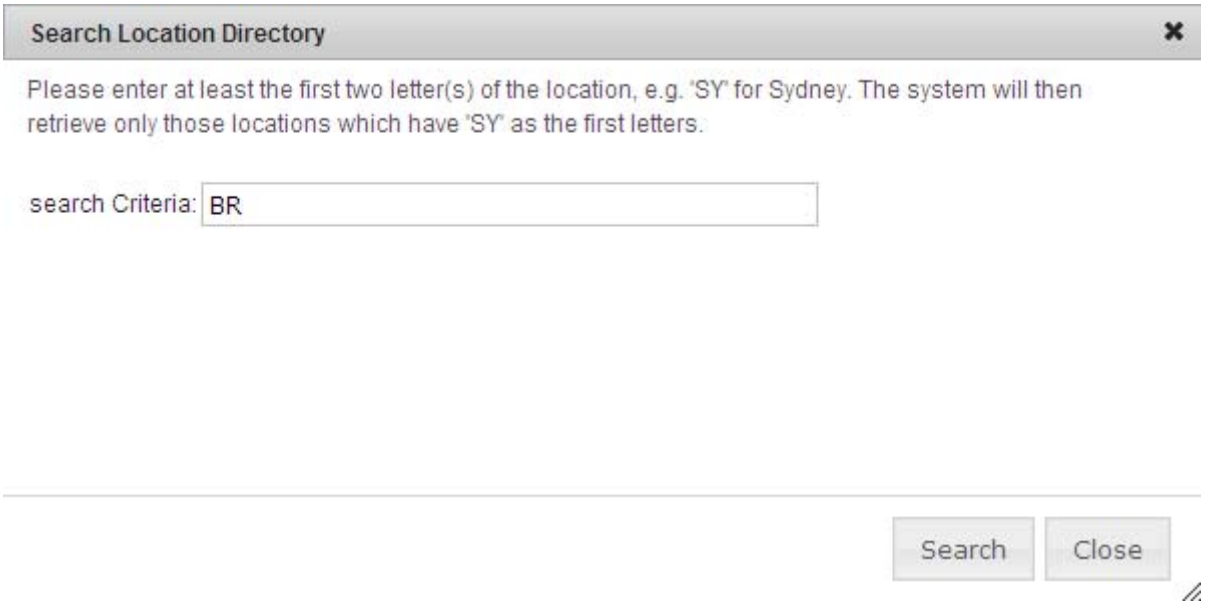
Main Route Details

“Departure” Enter the location designator, name or latitude/longitude of the departure aerodrome.

Open a search location Directory

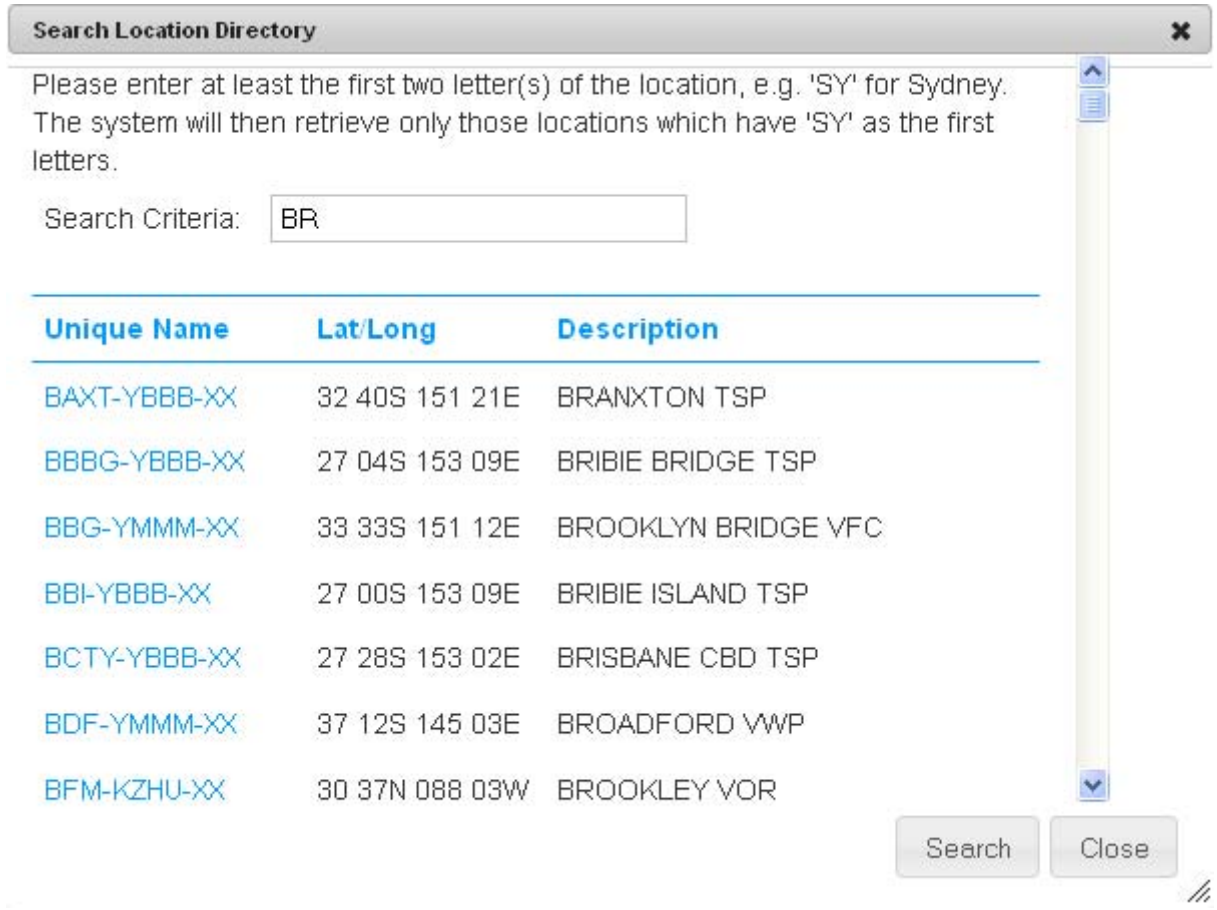

Search Location Directory
Please enter at least the first two letter(s) of the location, e.g. 'SY' for Sydney. The system will then retrieve only those locations which have 'SY' as the first letters.
search Criteria:
Search
Close

Enter at least two letters of the location that you are searching for


Search Location Directory
Please enter at least the first two letter(s) of the location, e.g. 'SY' for Sydney. The system will then retrieve only those locations which have 'SY' as the first letters.
search Criteria: BR
Search
Close

“Search” To generate a list of locations matching your search

“Close” Return to the SPFIB form


Search Location Directory
Please enter at least the first two letter(s) of the location, e.g. 'SY' for Sydney. The system will then retrieve only those locations which have 'SY' as the first letters.
Search Criteria: BR
Unique Name Lat/Long Description
BAXT-YBBB-XX 32 40S 151 21E BRANXTON TSP
BBBG-YBBB-XX 27 04S 153 09E BRIBIE BRIDGE TSP
BBG-YMMM-XX 33 33S 151 12E BROOKLYN BRIDGE VFC
BBI-YBBB-XX 27 00S 153 09E BRIBIE ISLAND TSP
BCTY-YBBB-XX 27 28S 153 02E BRISBANE CBD TSP
BDF-YMMM-XX 37 12S 145 03E BROADFORD VWP
BFM-KZHU-XX 30 37N 088 03W BROOKLEY VOR
Search
Close

This list allows you to scroll through the search records and click on the location that you require.

Clicking on the location will add that code to your SPFIB form

The Search Location Directory form remains open, allowing you to search for a new location code.

Enter at least 2 letters of the next location you are searching and press “Search” again.

“Close” Return to the SPFIB form

“ETD” *Default is current date.*

Enter the date into the text box in the format YYMMDD. Alternatively the date may be chosen from the “Calendar” icon to the right of the Date field. Enter the Estimated Time of Departure as a four figure UTC time in the format HHMM.

“Flight level” Enter the cruising level for the route to be flown as a 3 digit entry.
e.g. F330 enter as 330
A055 enter as 055

“Destination” Enter the location designator, name or latitude/longitude of the destination aerodrome.

“Route Code” NAIPS stores a number of regularly used routes and attaches standard Briefing lists to the routes. The lists cover all MET and NOTAM requirements for the route. A route code is a single letter and a number (e.g. L1, L2, H1)

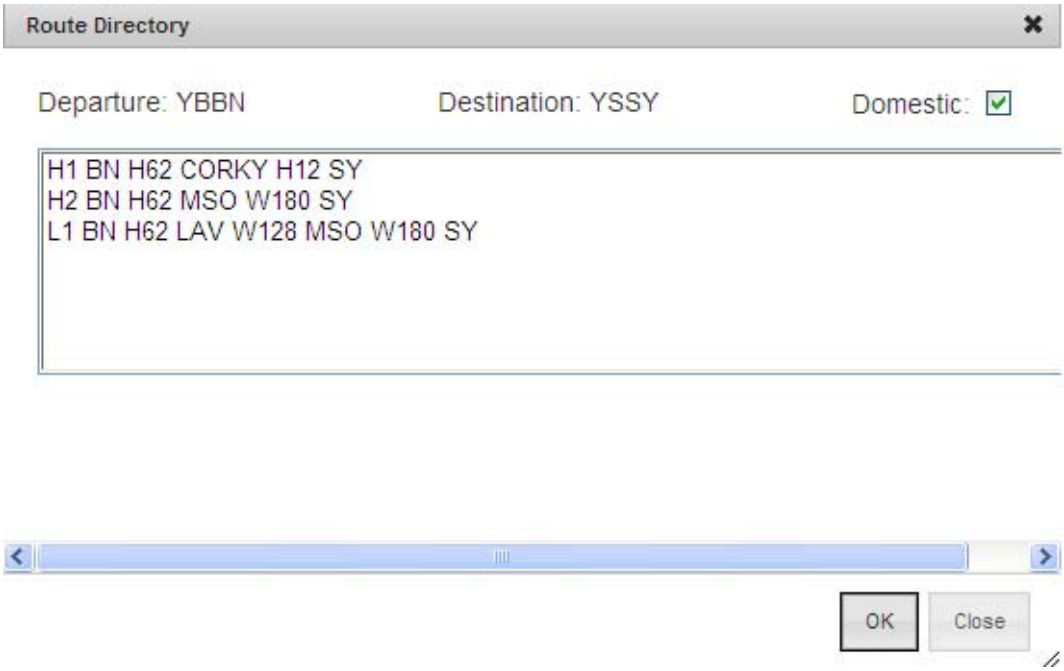
An alternative is to enter DCT (Direct). If this option is chosen the information provided will be limited to GRIB winds for levels above F120.

Open a search location Directory or Route directory search

Search Route Directory

After entering both the Departure and Destination aerodromes, select the search icon beside the Route Code text box.

This will provide a list of stored routes that are available between the Departure and Destination aerodromes. Highlight the route required and press “Select” to populate the Route Code into the SPFIB form.



“Domestic” Deselect to return International routes

“OK” Add the highlighted route to the SPFIB page

“Close” Return to SPFIB page

“Turning Points” If a stored route is not available, or you do not wish to use that option, turning points may be added to build the route. Turning

points are used for the wind profile and are not necessarily locations which have associated MET or NOTAM information.

Up to 30 turning points may be entered using the location code, location name or latitude and longitude.

Alternate

"Route Code" NAIPS stores a number of regularly used routes and attaches standard Briefing lists to the routes. The lists cover all MET and NOTAM requirements for the route. A route code is a single letter and a number (e.g. L1, L2, H1)

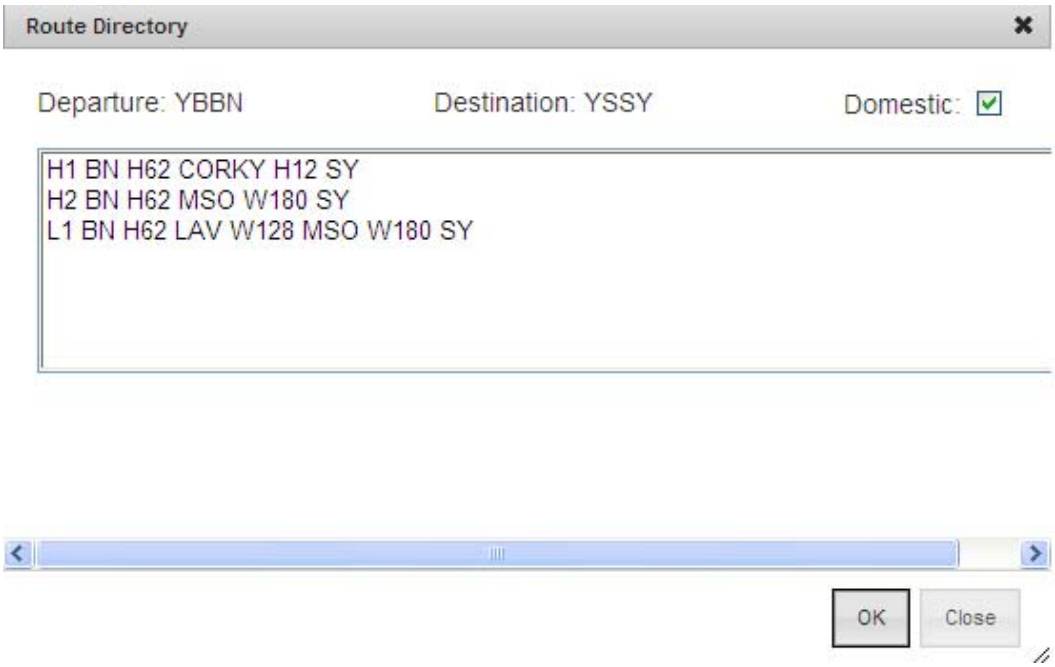
An alternative is to enter DCT (Direct). If this option is chosen the information provided will be limited to GRIB winds for levels above F120.

Open a search location Directory or Route directory search

Search Route Directory

After entering the Destination aerodrome and Alternate aerodrome, select the search icon beside the Alternate Route Code text box.

This will provide a list of stored routes that are available between the Destination and Alternate aerodromes. Highlight the route required and press "Select" to populate the Route Code into the SPFIB form.



"Domestic" Deselect to return International routes

"OK" Add the highlighted route to the SPFIB page

"Close" Return to SPFIB page

”Alternate” Enter the location designator, name or latitude/longitude of the alternate aerodrome.

“Turning Points” If a stored route is not available, or you do not wish to use that option, turning points may be added to build the route. Turning points are used for the wind profile and are not necessarily locations which have associated MET or NOTAM information.

Up to 30 turning points may be entered using the location code, location name or latitude and longitude.

“Flight level” Enter the cruising level for the route to be flown as a 3 digit entry.
e.g. F330 enter as 330
A055 enter as 055

“Additional Locations”
Enter other locations for which a Briefing is required.
This option will provide MET and NOTAM information specific to those selected locations.

Note: Locations can be entered in any of the following formats

- Full name (Brisbane)
- ICAO four-letter designator (YBBN)
- Navaid identifier (BN)

The location field/s can be completed by selecting the location Directory icon

“Area” A Briefing Area is an area which is co-incident with the ARFOR areas. Briefings provided for these areas consist of the Area Forecast and NOTAM information for locations within the area plus a buffer of 20nm.

Up to five (5) Briefing Area codes may be selected.

The Briefing Area field/s can be completed by selecting the Area Directory icon

This will present the following form, showing the sub-divisions available within the ARFOR areas. You can select up to five (5) areas by ticking the required areas.

Include:
“Met” if ticked, will include Met information for the locations entered.
“NOTAM” if ticked, will include NOTAM information for the locations entered.
“Head Office NOTAM” it ticked, will include Head Office NOTAM, if required.

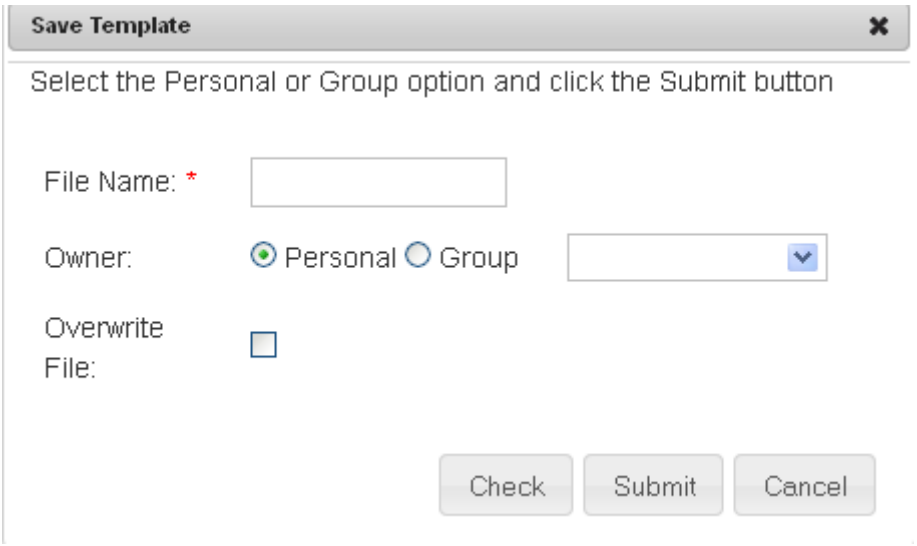
“Validity” A validity period of up to 240 (hours) may be added to this box. Default value is 24 hours.

“Apply”	Add the selected areas to your SPFIB request
“Reset”	Clear the information you have entered on this form
“Cancel”	Return to the SPFIB main page

Personal if unticked, will prompt you to select one of your groups (if any available) when submitting your SPFIB request.

Explanation of Personal and Group accounts

”Get Briefing”	Create your SPFIB request
“Save As”	Save the SPFIB as a template that can be used at a later time.



“Filename”	Allocate a filename for your template
“Personal”	Select if you wish to save the SPFIB Template as a personal template.
“Group”	Select to access the drop down list of group names to which you are a member. Select this option if you wish to save the SPFIB Template to a group and make if available to other members of that group.
“Overwrite file”	Tick to overwrite data saved in a template with this filename.
“Check”	Allows user to see if the filename is currently in use.
“Submit”	Create the template

“Cancel” Close this form and return to the SPFIB main form without saving any data.

“Reset” Clear the information you have entered on this form

3.1.1 By Stored Routes

A stored route may be used to create an SPFIB. A Briefing list is attached to the stored route and provides a simple and efficient means of obtaining a complete Briefing.

An SPFIB created using a stored route will contain:

a. Head Office NOTAM

b. Flight Information Region NOTAM relevant to the route

c. MET and NOTAM for departure and destination

d. NOTAM on Prohibited, Restricted and Danger areas within 50nm radius of departure and destination

e. NOTAM for all location enroute within 50nm either side of the route, except surface NOTAM (this information is filtered by the nominated Altitude or Flight Level)

f. Area Forecast(s) for low and medium height bands, Area QNH, AIRMET (low and medium levels only) and SIGMET relevant to the route.

g. AIREP Special (for low and medium height bands)

h. Route Winds defined from GRIB for high and medium height bands

i. ATIS included for departure, destination, alternate and any locations listed in the additional location boxes, for which an ATIS is available.

j. METAR/TTF METAR included for departure, destination, alternate and any locations listed in the additional location boxes, for which a METAR or TTF METAR is available

k. GPS RAIM included for departure, destination, alternate and any location listed in the additional location boxes, for which a GPS RAIM is available. If GPS RAIM is not available for a location, message advising on its non availability will be included.

3.1.2 By AD HOC Routes

Where a stored route is not available or not required, describing the route can create a SPFIB. An Ad Hoc route is created by entering

- DCT in the route code
- List waypoints in the turning points list box

An SPFIB created using an Ad Hoc route will contain:

a. Head Office NOTAM

b. MET and NOTAM for departure and destination

c. NOTAM on Prohibited, Restricted and Danger areas within 50nm radius of departure and destination, except when the departure or destination is entered as a latitude and longitude

d. MET and NOTAM for nominated turning points where applicable

e. AIREP Special related to nominated turning points for low and medium height bands

f. GRIB winds for high and medium height bands

g. ATIS included for departure, destination, alternate and any locations listed in the additional location boxes, for which an ATIS is available.

h. METAR/TTF METAR included for departure, destination, alternate and any locations listed in the additional location boxes, for which a METAR or TTF METAR is available

i. GPS RAIM included for departure, destination, alternate and any location listed in the additional location boxes, for which a GPS RAIM is available. If GPS RAIM is not available for a location, message advising on its non availability will be included.

As no Briefing list is attached to an Ad Hoc route the following additional Briefing information must be requested to provide a full Briefing

a. Flight Information Region NOTAM

b. En route Prohibited, Restricted and Danger area NOTAM

c. ARFOR (Area QNH, AIRMET, SIGMET) for low and medium height bands

3.1.3 Height bands

To reduce the amount of unnecessary information provided, height band parameters have been set with the NAIPS system. As a consequence flights operating within a particular band will only receive information relevant to that band (see “By Stored Routes” and “by Ad Hoc Routes” manual information above

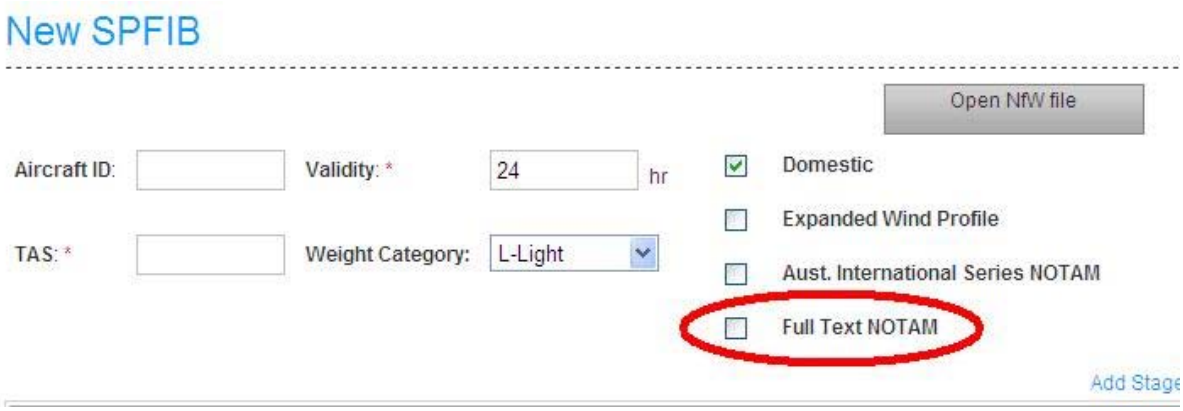
- LOW Below 10 00 feet
- MEDIUM Between 10 000 feet and Flight Level 185
- HIGH At or above Flight Level 185

3.1.4 SPFIB Full Text NOTAM

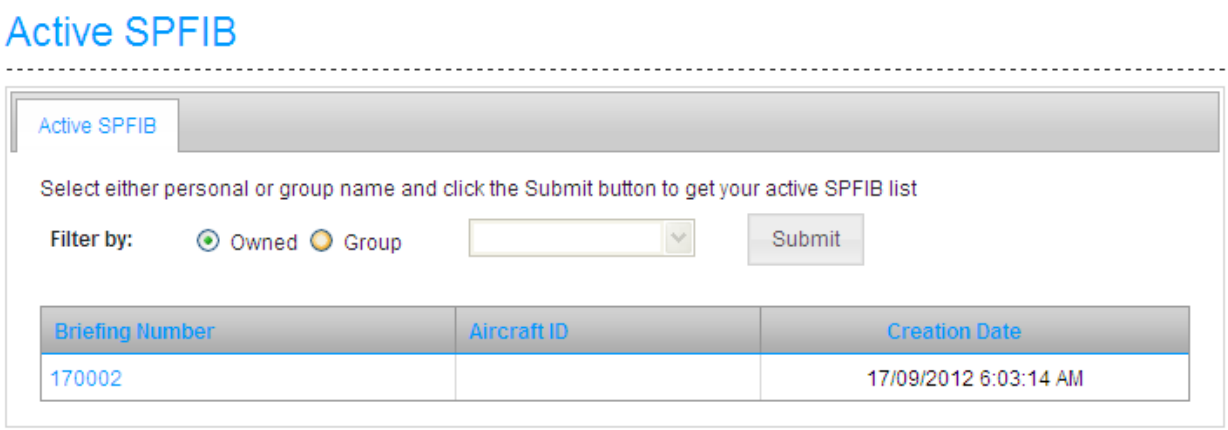
NOTAM that have been active for more than seven (7) days are shown on an SPFIB as a one-line summary.

The full text for each of these NOTAM is available in two ways.

- When compiling the initial SPFIB request tick the option Full Text NOTAM which will return the full text for all NOTAM within the SPFIB



- Full text on individual NOTAMS can be accessed via the SPFIB Active menu



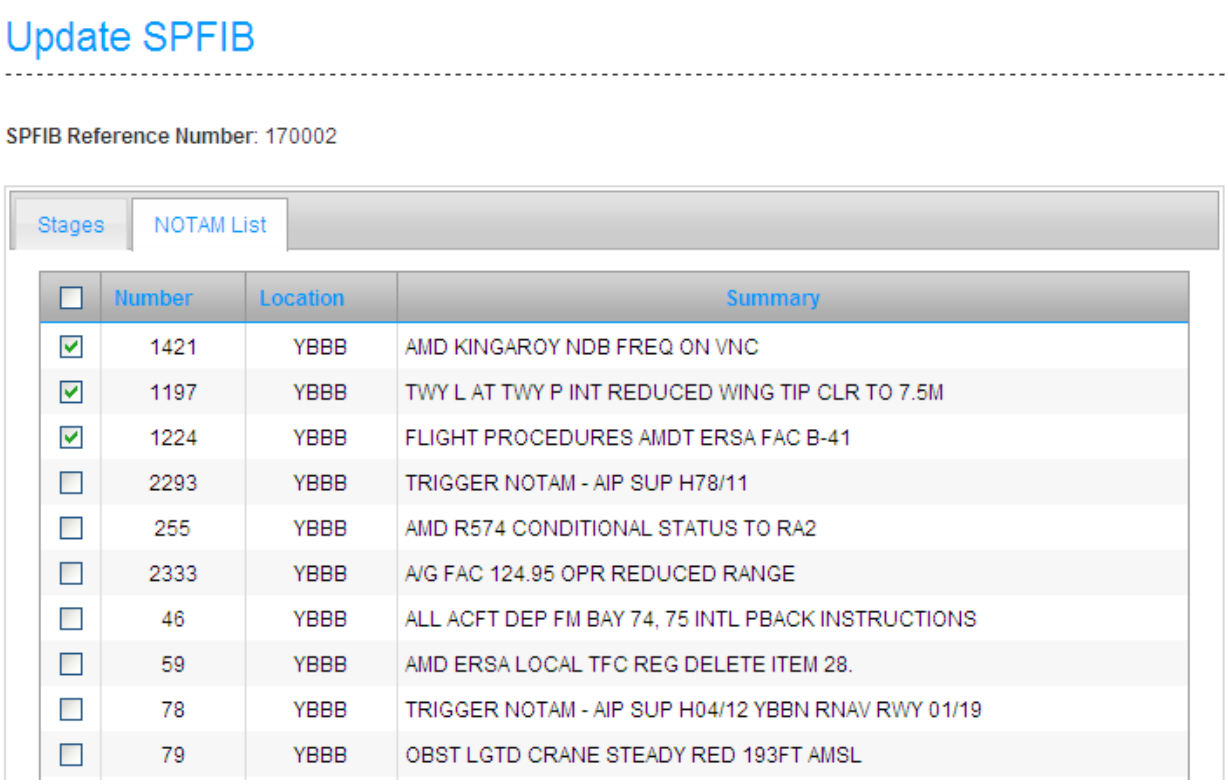
Using the Briefing number created during the initial SPFIB request, find you're Briefing from the Active SPFIB List.

Click on the relevant Briefing Number to open the SPFIB update form. Select the "NOTAM List" tab to access the option to select the required Full Text NOTAM.

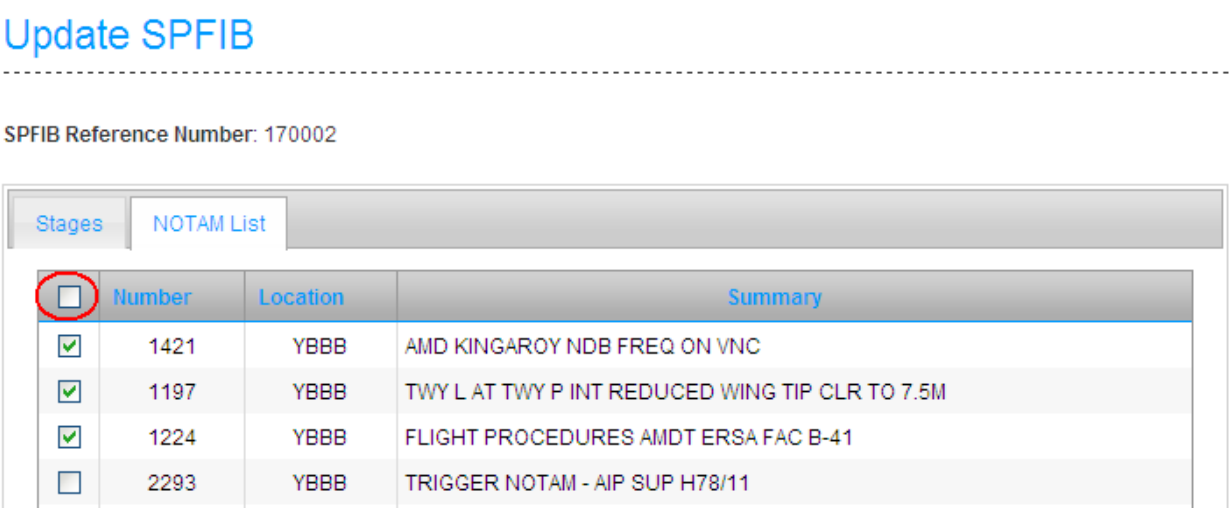
“Owned”	Select if the SPFIB was created as a personal Briefing
“Group”	Select to access the drop down menu of groups to which you are a member.
“Submit”	Refresh the Active SPFIB list
“Briefing Number”	(Hyperlink) click to retrieve the active briefing.

Select the “NOTAM List” tab to access a list of all NOTAMS provided in the SPFIB.

Tick the check box beside each NOTAM that is required in full text


Update SPFIB
SPFIB Reference Number: 170002
Stages
NOTAM List
Number
Location
Summary
1421 YBBB AMD KINGAROY NDB FREQ ON VNC
1197 YBBB TWY L AT TWY P INT REDUCED WING TIP CLR TO 7.5M
1224 YBBB FLIGHT PROCEDURES AMDT ERSA FAC B-41
2293 YBBB TRIGGER NOTAM - AIP SUP H78/11
255 YBBB AMD R574 CONDITIONAL STATUS TO RA2
2333 YBBB A/G FAC 124.95 OPR REDUCED RANGE
46 YBBB ALL ACFT DEP FM BAY 74, 75 INTL PBACK INSTRUCTIONS
59 YBBB AMD ERSA LOCAL TFC REG DELETE ITEM 28.
78 YBBB TRIGGER NOTAM - AIP SUP H04/12 YBBN RNAV RWY 01/19
79 YBBB OBST LGTD CRANE STEADY RED 193FT AMSL

To retrieve all NOTAM in Full Text, tick the check box in the NOTAM list heading



"Get NOTAM" Full Text NOTAM will be displayed for selected NOTAM.

Full Text NOTAM for SPFIB :
Print
Back
0606 UTC 17/09/12
AIRSERVICES AUSTRALIA
LONG-FORMAT NOTAM BRIEFING
BRISBANE FIR (YBBB)
C1421/11
VNC BUNDABERG/ROCKHAMPTON EFFECTIVE 2 JUNE 2011 AMD
KINGAROY NDB FREQ IS 209
FROM 07 060529 TO PERM
BRISBANE (YBBN)
C1197/11
TWY L AT TWY P INT REDUCED WING TIP CLR TO 7.5M
ON EASTERN SIDE OF TWY L FOR A380 (CODE E)ACFT
FROM 11 092000 TO PERM

"Print" Open the printer dialog box

"Back" Return to the Update SPFIB form.

3.2 Update

An update to a previously generated SPFIB may be obtained through this menu item, when the SPFIB number is known.

The update will contain any data issued since the generation of the original SPFIB. New NOTAM and MET products will appear as full text.

Only information that has changed will be provided.

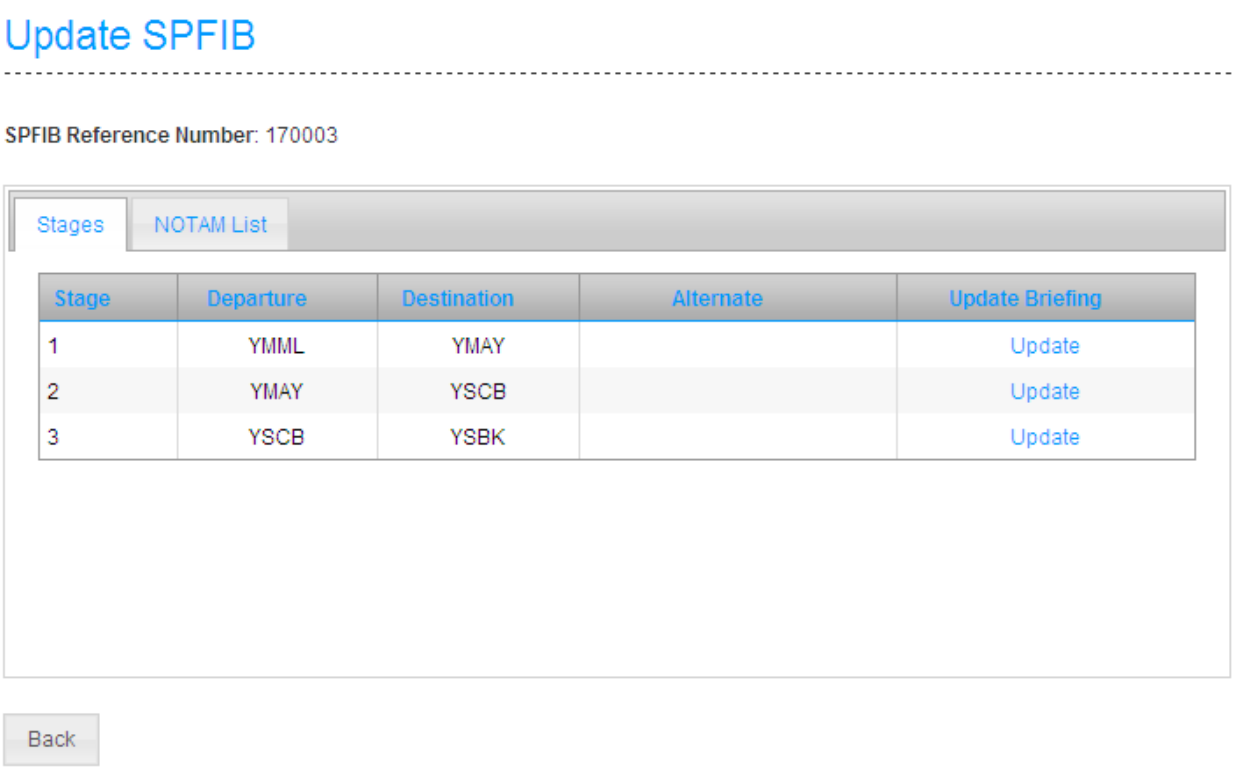
The locations which have remained unchanged since the Briefing will not be presented.

Select the SPFIB Update menu and enter the Briefing Number of the SPFIB to be updated.

“Submit” Returns the Update SPFIB form for the entered SPFIB Number.

“Reset” Clear the information you have entered on this form

The Update SPFIB form will show a list of all stages of the SPFIB that are able to be updated. Select the stage you wish to update by clicking the corresponding “Update” link

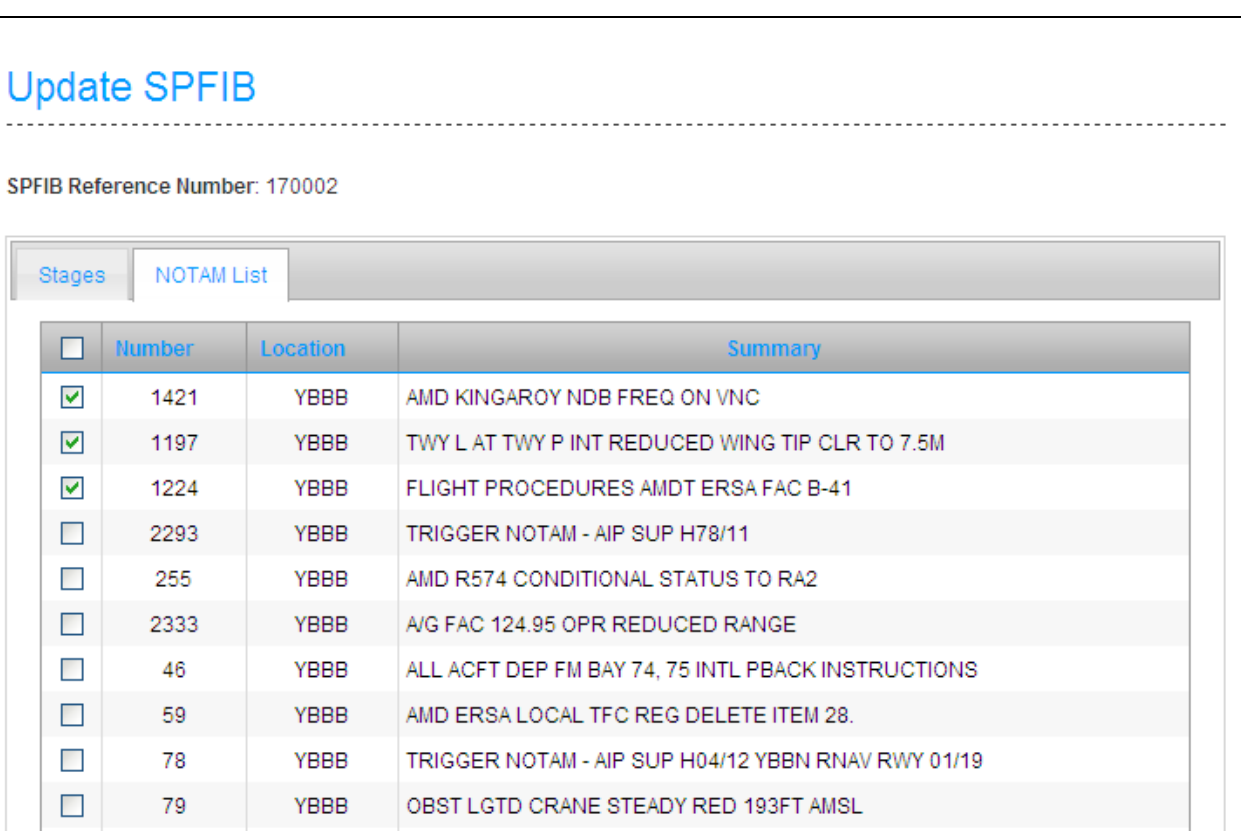


“Update” Create an SPIFB update from the selected stage and for all subsequent stages.

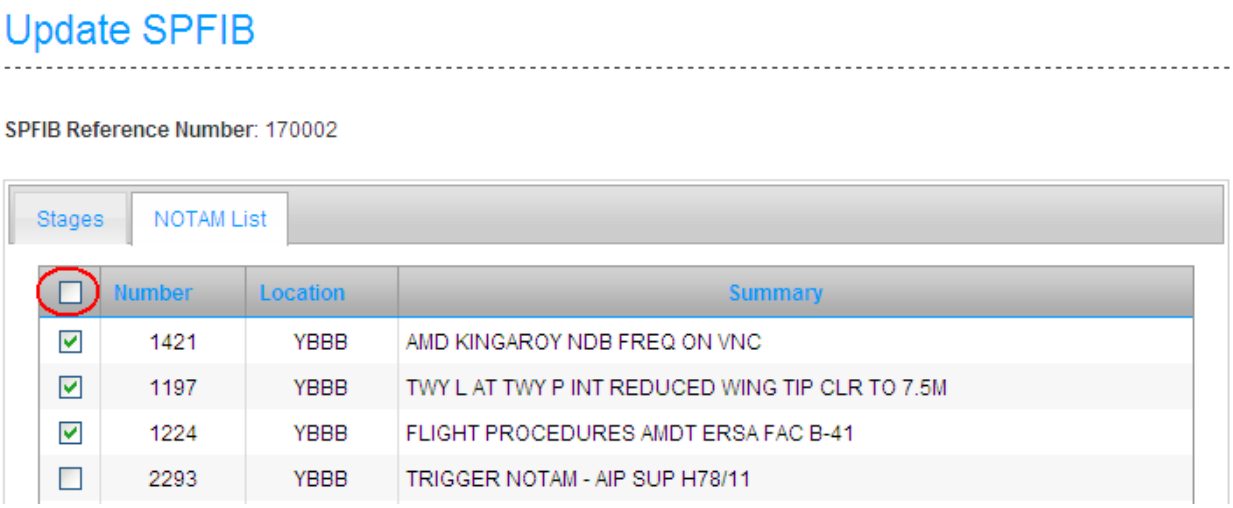
“Back” Return to the Active SPFIB list

Select the “NOTAM List” tab to access a list of all NOTAMS provided in the SPFIB.

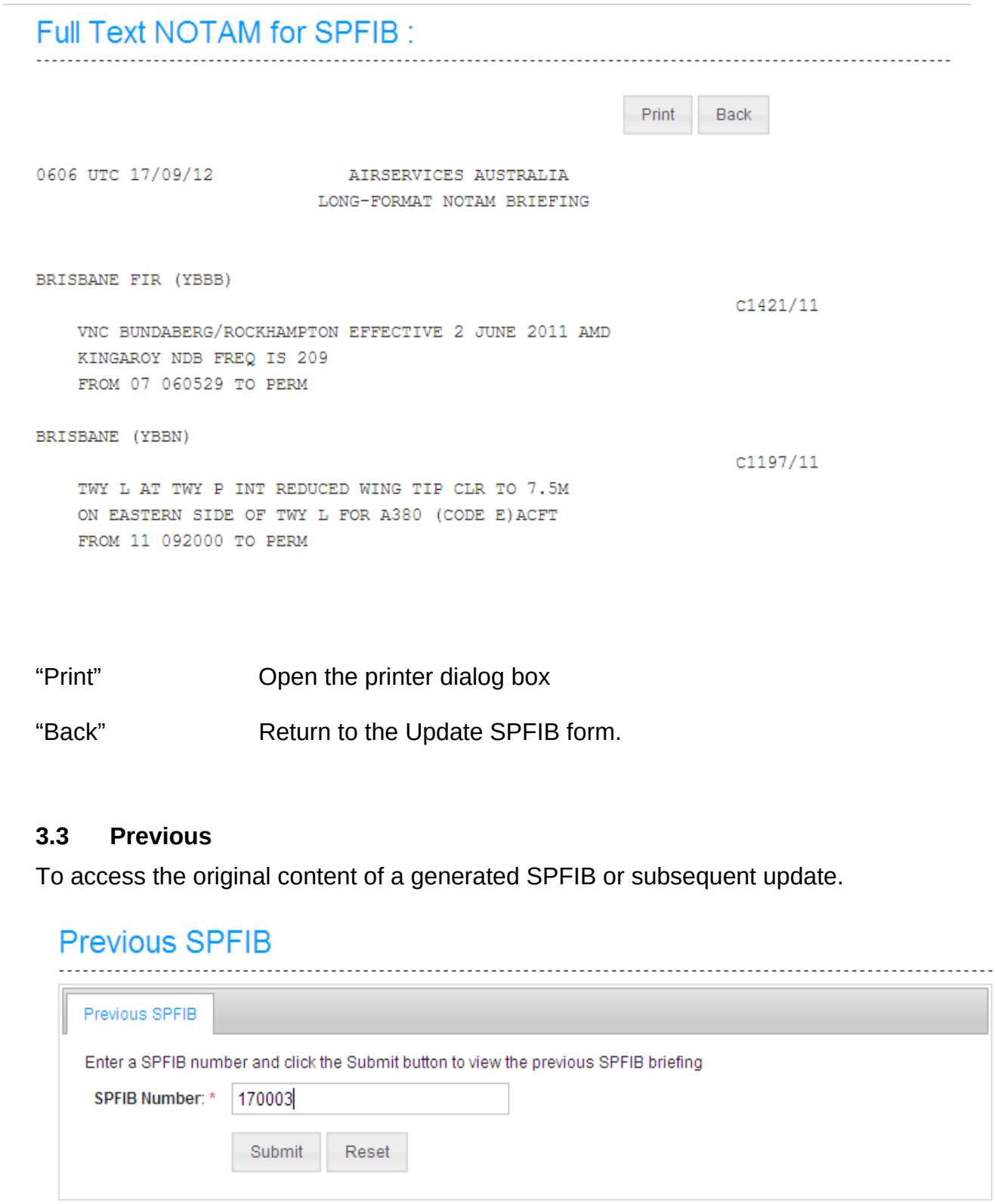
Tick the check box beside each NOTAM that is required in full text


Update SPFIB
SPFIB Reference Number: 170002
Stages
NOTAM List
Number
Location
Summary
1421 YBBB AMD KINGAROY NDB FREQ ON VNC
1197 YBBB TWY L AT TWY P INT REDUCED WING TIP CLR TO 7.5M
1224 YBBB FLIGHT PROCEDURES AMDT ERSA FAC B-41
2293 YBBB TRIGGER NOTAM - AIP SUP H78/11
255 YBBB AMD R574 CONDITIONAL STATUS TO RA2
2333 YBBB A/G FAC 124.95 OPR REDUCED RANGE
46 YBBB ALL ACFT DEP FM BAY 74, 75 INTL PBACK INSTRUCTIONS
59 YBBB AMD ERSA LOCAL TFC REG DELETE ITEM 28.
78 YBBB TRIGGER NOTAM - AIP SUP H04/12 YBBN RNAV RWY 01/19
79 YBBB OBST LGTD CRANE STEADY RED 193FT AMSL

To retrieve all NOTAM in Full Text, tick the check box in the NOTAM list heading


Update SPFIB
SPFIB Reference Number: 170002
Stages
NOTAM List
Number
Location
Summary
1421 YBBB AMD KINGAROY NDB FREQ ON VNC
1197 YBBB TWY L AT TWY P INT REDUCED WING TIP CLR TO 7.5M
1224 YBBB FLIGHT PROCEDURES AMDT ERSA FAC B-41
2293 YBBB TRIGGER NOTAM - AIP SUP H78/11

"Get NOTAM" Full Text NOTAM will be displayed for selected NOTAM.


Full Text NOTAM for SPFIB :
Print
Back
0606 UTC 17/09/12
AIRSERVICES AUSTRALIA
LONG-FORMAT NOTAM BRIEFING
BRISBANE FIR (YBBB)
C1421/11
VNC BUNDABERG/ROCKHAMPTON EFFECTIVE 2 JUNE 2011 AMD
KINGAROY NDB FREQ IS 209
FROM 07 060529 TO PERM
BRISBANE (YBBN)
C1197/11
TWY L AT TWY P INT REDUCED WING TIP CLR TO 7.5M
ON EASTERN SIDE OF TWY L FOR A380 (CODE E)ACFT
FROM 11 092000 TO PERM

“Print” Open the printer dialog box

“Back” Return to the Update SPFIB form.

3.3 Previous

To access the original content of a generated SPFIB or subsequent update.

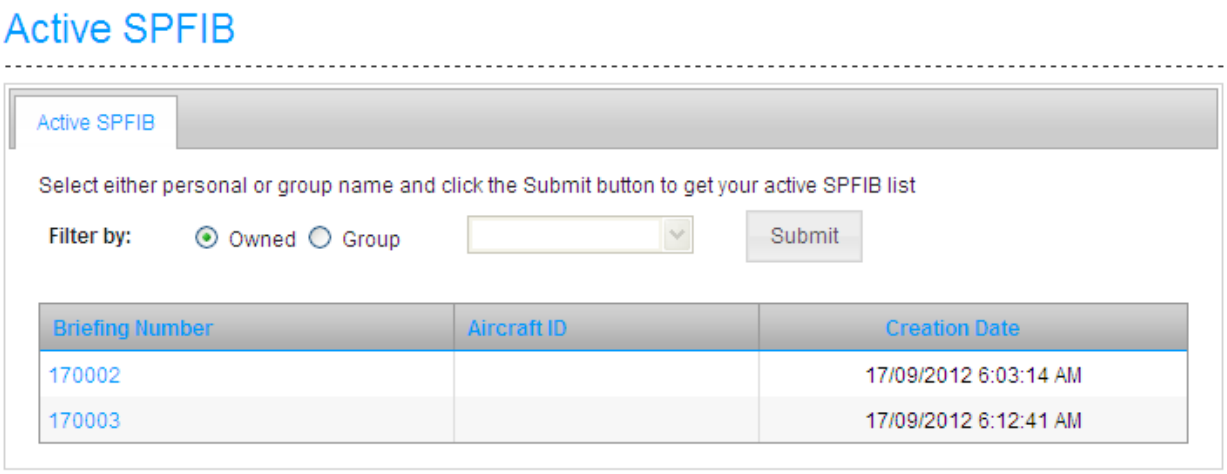
“Submit” View the previous SPFIB

“Reset” Clear the information you have entered on this form

3.4 Active

View a list of Active SPFIB that are available for updating, retrieving and viewing of Full Text NOTAM from all SPFIB created as either personal briefings or group briefings.

Click on the relevant Briefing Number to open the Update SPFIB form

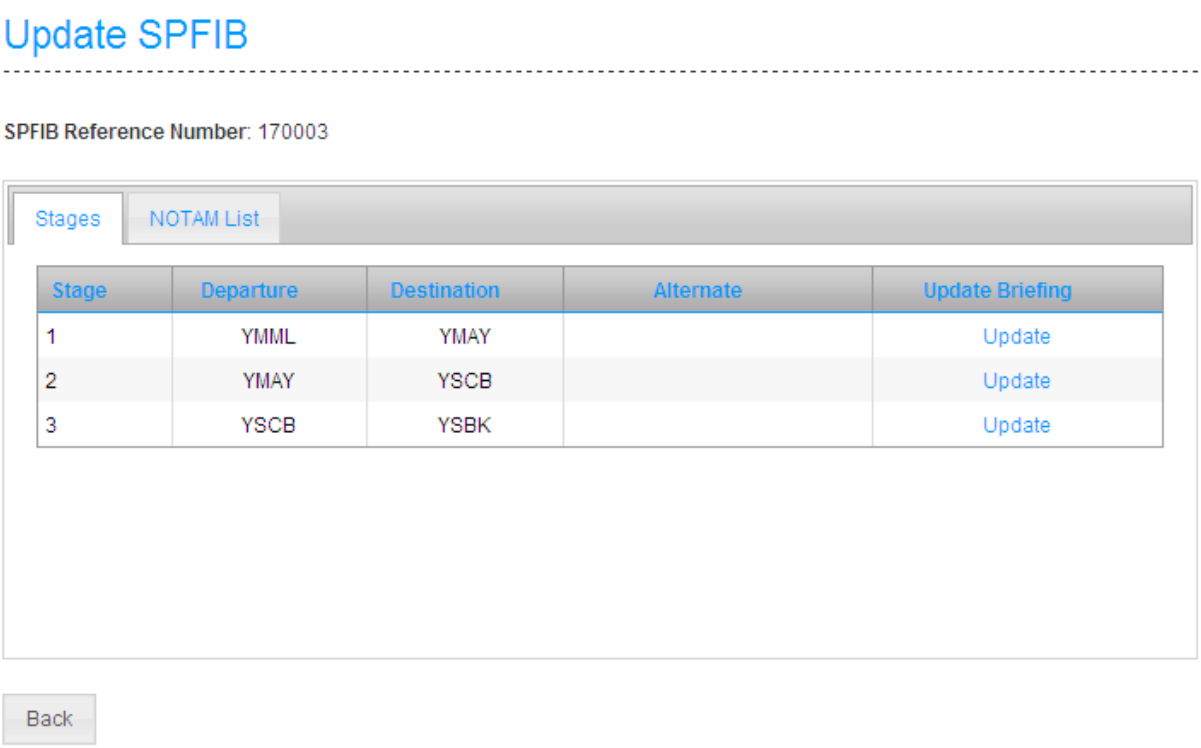


"Owned" Select if the SPFIB was created as a personal Briefing

"Group" Select to access the drop down menu of groups to which you are a member.

"Submit" Refresh the Active SPFIB list

The Update SPFIB form will show a list of all stages of the SPFIB that are able to be updated. Select the stage you wish to update by clicking the corresponding "Update" link

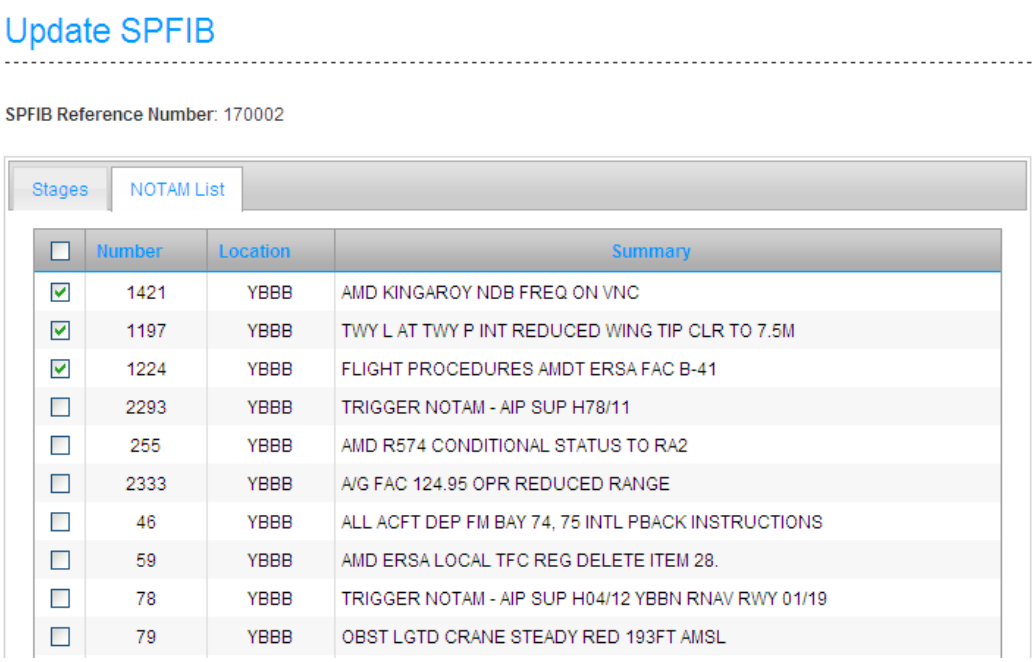


"Update" Create and SPIFB update from the selected stage and for all subsequent stages.

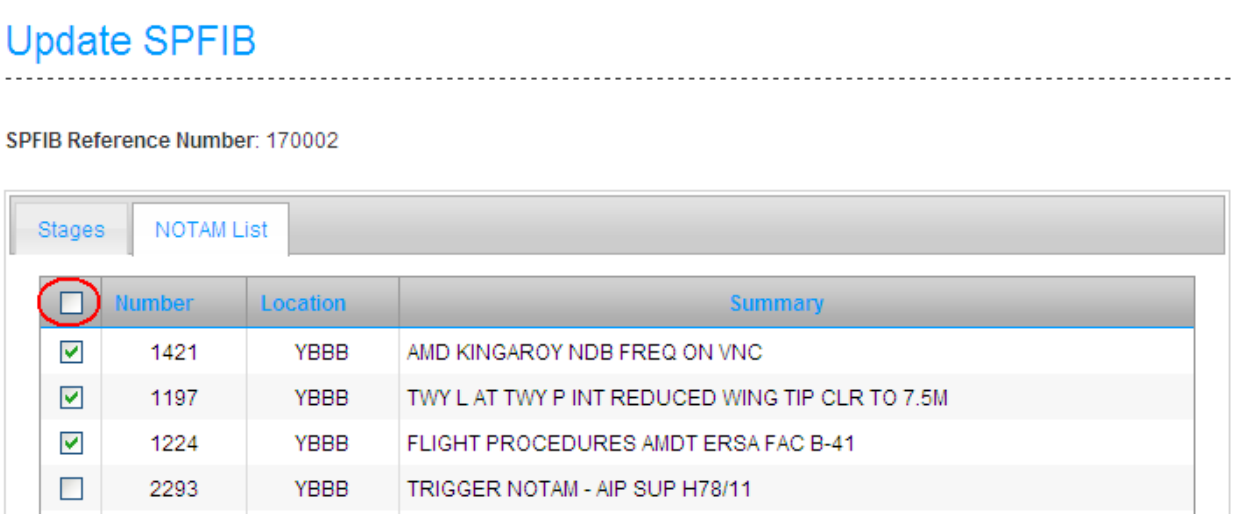
"Back" Return to the Active SPFIB list

Select the "NOTAM List" tab to access a list of all NOTAMS provided in the SPFIB.

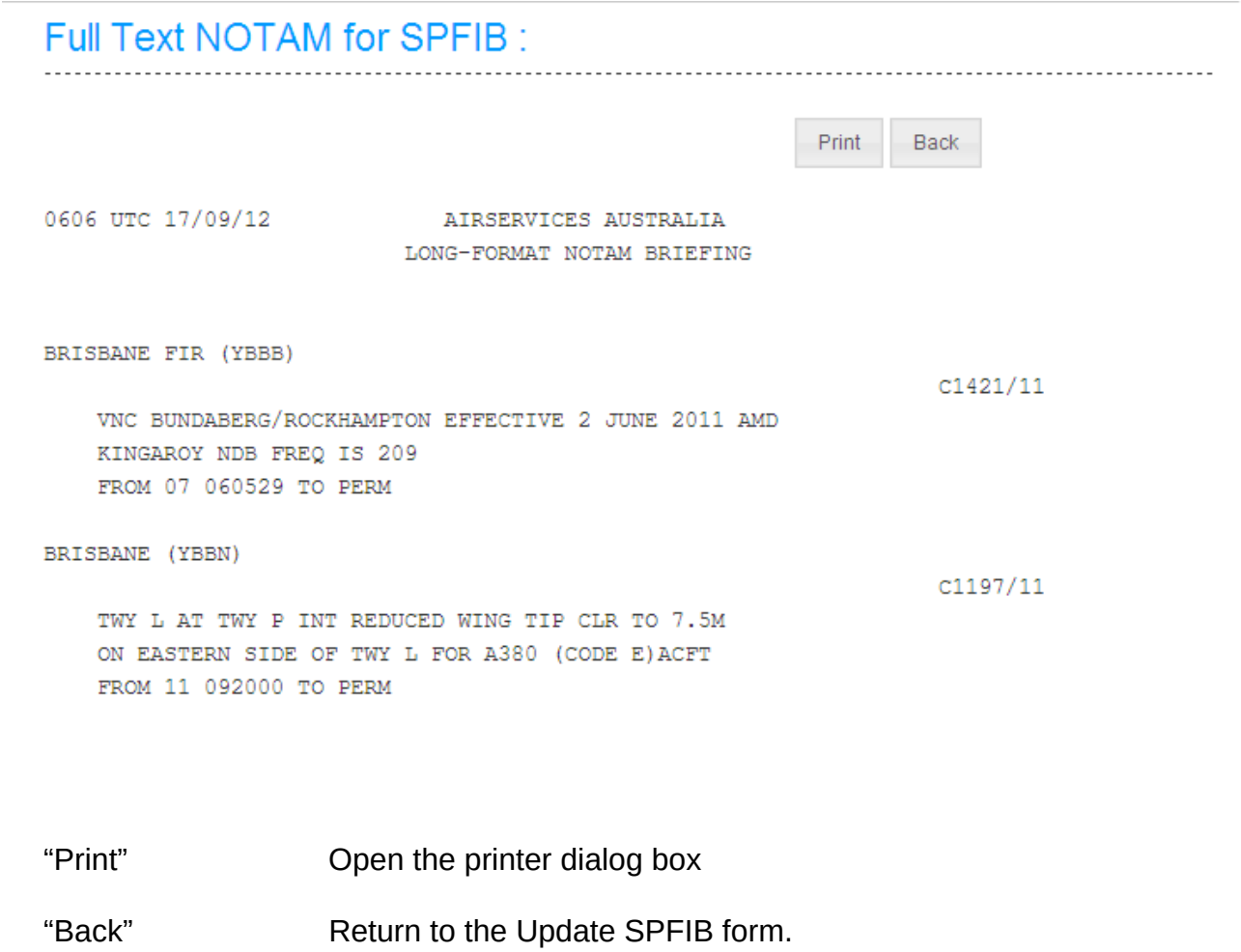
Tick the check box beside each NOTAM that is required in full text



To retrieve all NOTAM in Full Text, tick the check box in the NOTAM list heading



"Get NOTAM" Full Text NOTAM will be displayed for selected NOTAM.


Full Text NOTAM for SPFIB :
Print
Back
0606 UTC 17/09/12
AIRSERVICES AUSTRALIA
LONG-FORMAT NOTAM BRIEFING
BRISBANE FIR (YBBB)
C1421/11
VNC BUNDABERG/ROCKHAMPTON EFFECTIVE 2 JUNE 2011 AMD
KINGAROY NDB FREQ IS 209
FROM 07 060529 TO PERM
BRISBANE (YBBN)
C1197/11
TWY L AT TWY P INT REDUCED WING TIP CLR TO 7.5M
ON EASTERN SIDE OF TWY L FOR A380 (CODE E)ACFT
FROM 11 092000 TO PERM

"Print" Open the printer dialog box

"Back" Return to the Update SPFIB form.

3.5 Saved

Flight files can be store, on behalf of users, regular SPFIB defaults in the NAIPS system.

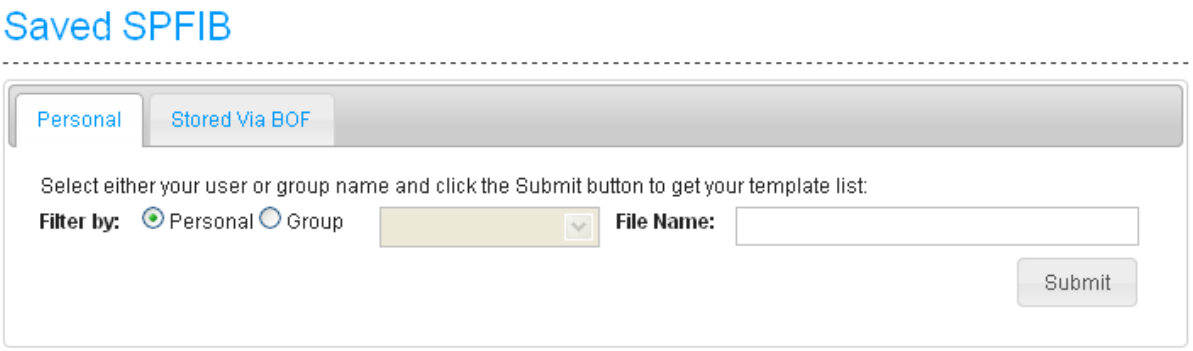
Each flight file is allocated a name, which, if entered, will save data entry time. Data will appear as the saved values.

Personal Tab

For accessing SPFIB that has been saved within the NAIPS Internet Service and stored as a personal Briefing or a group Briefing, for groups to which you are a member.

Select Personal or choose a group to which you are a member and “Submit” to retrieve a list of stored SPFIB available.

Alternatively, if the File Name is known, enter that and “Submit” to retrieve the SPFIB form with the saved information populating the relevant fields.



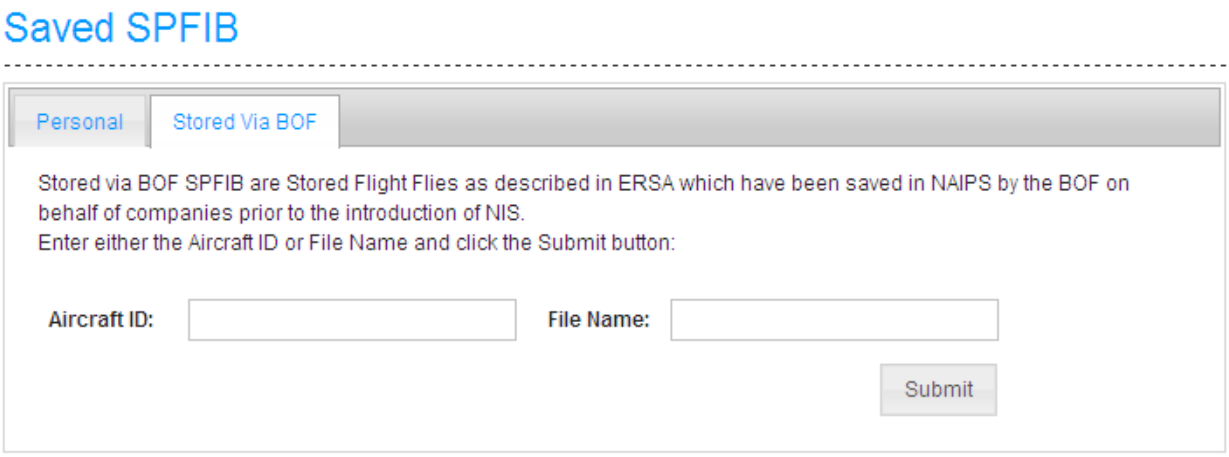
“Personal”	Select if the SPFIB was saved as a personal Briefing
“Group”	Select to access the drop down menu of groups to which you are a member.
“Flight File Name”	Enter the flight File Name, if known
“Submit”	Refresh the Stored SPFIB list with your selection, or to return the SPFIB form if the File Name is used.

Stored via BOF

For accessing SPFIB that have previously been stored in NAIPS on your behalf by the Briefing Office.

After accessing the SPFIB that have been “Stored via BOF”, they may be saved to your NAIPS Internet service account as either a personal SPFIB or allocated to a group by use of the “Save As” function.

Alternatively, they may remain on the NAIPS servers and be accessed by means of the “Stored via BOF” tab as required, however you will not be able to save changes to the stored SPFIB in this case.


Saved SPFIB
Personal
Stored Via BOF
Stored via BOF SPFIB are Stored Flight Flies as described in ERSA which have been saved in NAIPS by the BOF on behalf of companies prior to the introduction of NIS.
Enter either the Aircraft ID or File Name and click the Submit button:
Aircraft ID:
File Name:
Submit

“Aircraft ID” Enter the Aircraft ID if one has been saved in the SPFIB

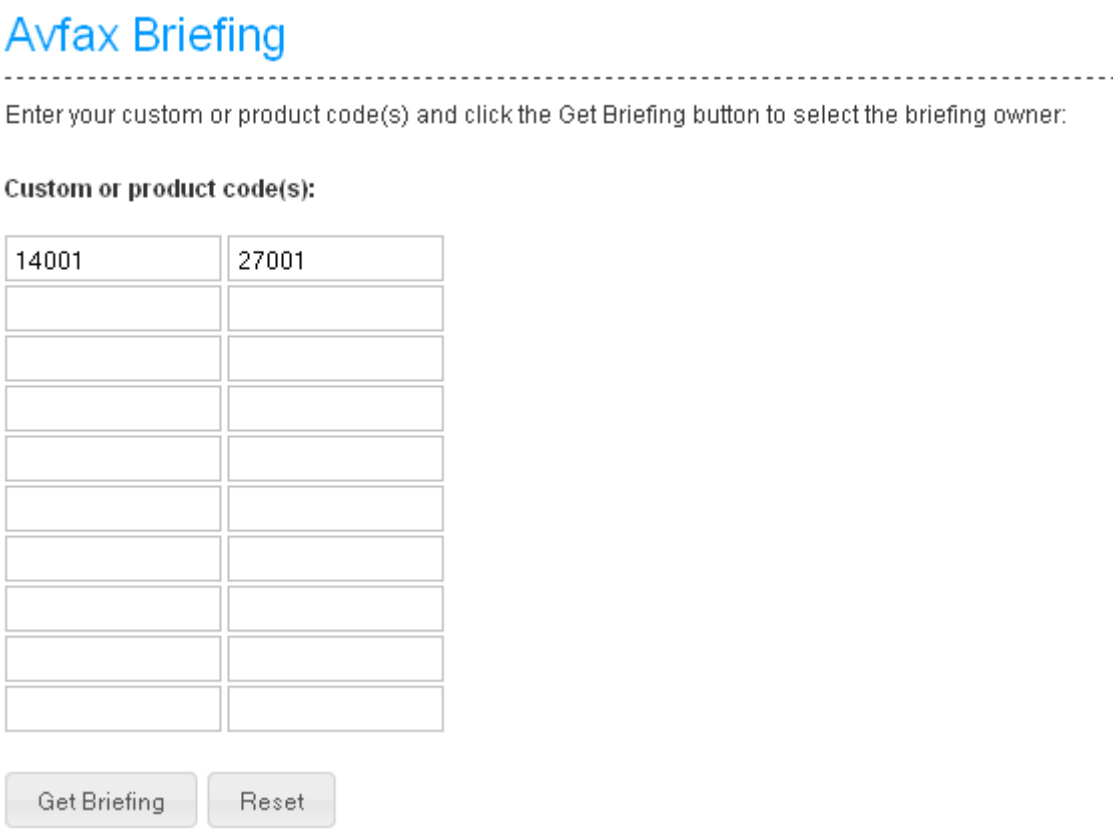
Or

“File Name” Enter the flight File Name for the stored SPFIB if known

“Submit” If a File Name has been entered, will present an SPFIB form with the saved information populating the relevant fields. If the Aircraft ID is entered, will present a list of SPFIB available that have been stored using that Aircraft Identification.

4. AVFAX Briefing

4.1 New Briefing


Avfax Briefing
Enter your custom or product code(s) and click the Get Briefing button to select the briefing owner:
Custom or product code(s):
14001
27001
Get Briefing
Reset

"Custom or product code(s)"
Enter up to twenty (20) AVFAX product codes, personal custom codes or group custom codes. Note: It is not possible to call up group custom codes and personal custom codes in the same AVFAX briefing request, they must be done as separate AVFAX briefing requests.

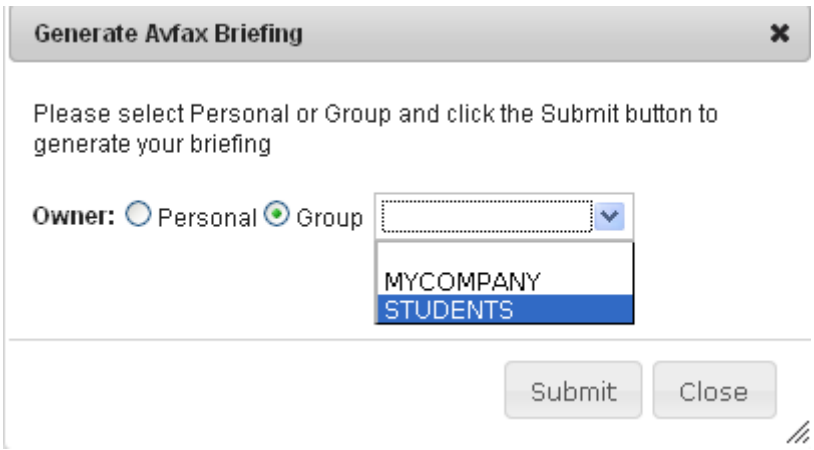
"Get Briefing" Process the AVFAX Briefing request

"Reset" Clear the information you have entered on this form

You will be prompted to confirm if you would like to generate the AVFAX Briefing as a personal Briefing, or a group Briefing, which would be available to view or update by members of that group.

If your custom codes are saved as personal custom codes, select personal. If, however your custom codes are group custom codes, select the group to which they belong to generate the briefing.

Explanation of Personal and Group accounts



“Personal” Select if the AVFAX Briefing is to be created as a personal Briefing

“Group” Select to access the drop down menu of groups to which you are a member.

“Submit” View the AVFAX Briefing

Avfax Briefing For Codes: 14001, 27001

Print Back

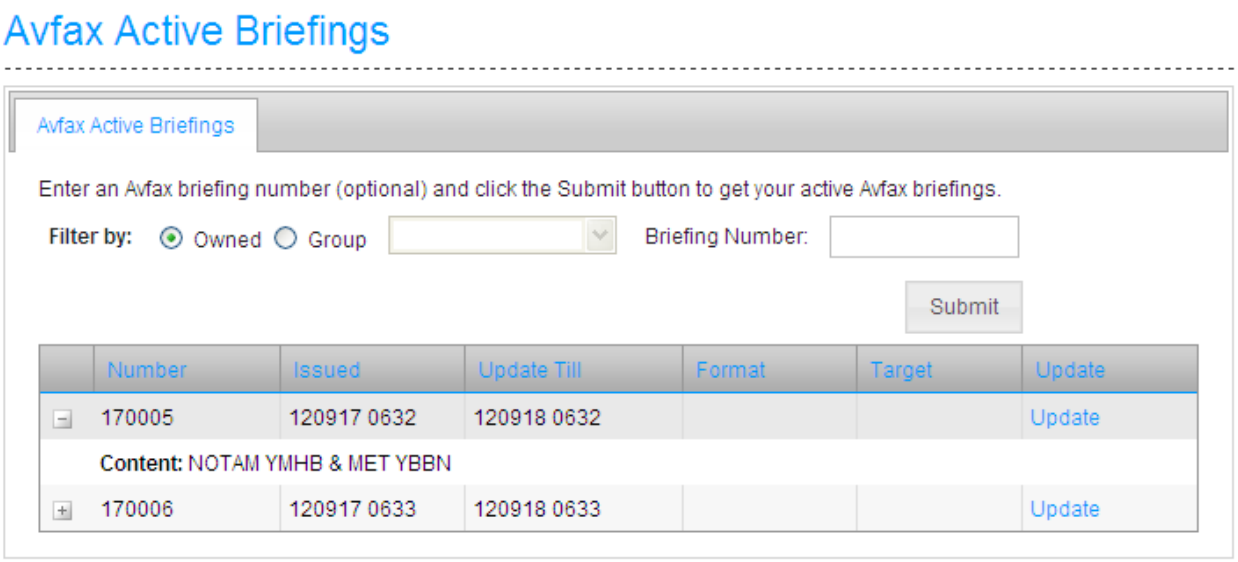
```
Avfax Briefing Number: 170006

Valid from 1209170633 till 1209190633
Available for update till 1209180633

Products supplied: 14001 27001

Weather Information
-------------------

YBBN   TAF YBBN 170447Z 1706/1812 05012KT 9999 LIGHT SHOWERS OF RAIN SCT030
       FM171000 02008KT 9999 LIGHT SHOWERS OF RAIN SCT025 BKN040 FM171500
       03005KT 9999 LIGHT RAIN SCT020 BKN040 FM180000 04012KT 9999 LIGHT
       SHOWERS OF RAIN SCT030 INTER 1706/1806 3000 SHOWERS OF RAIN BKN012
       PROB30 TEMPO 1706/1712 2000 THUNDERSTORMS WITH RAIN BKN015 SCT040CB
       RMK T 21 18 16 14 Q 1016 1018 1019 1019

YBBN   TTF METAR YBBN 170630Z 01007KT 9999 FEW026 BKN115 21/13 Q1017 RMK
       RF00.0/000.0 INTER 0630/0930 3000 SHOWERS OF RAIN BKN012

YBBN   METAR YBBN 170630Z 01007KT 9999 FEW026 BKN115 21/13 Q1017 RMK
       RF00.0/000.0

YBBN   ATIS YBBN X   170554
         APCH: EXP INSTRUMENT APCH
         RWY: 01 AND RWY 14 FOR ARR. RWY 01 FOR DEP
         OPR INFO: CONVERGING RUNWAY OPERATIONS.
                   TWY BRAVO RESTR APPLY AS PER NOTAMS
       + WIND: 040/10,
               MAX DW 3KTS RWY 14.
               MAX XW 12KTS RWY 14
         VIS: GT 10 KM
```

“Print”	Open the printer dialog box
“Back”	Return to the AVFAX Briefing form.
“Close”	Return to the AVFAX Briefing form

4.2 Update AVFAX Briefing

4.3 Active Briefings

AVFAX Briefings may be updated from the Active Briefings page, by either the six digit AVFAX Briefing number, or by searching for AVFAX Briefing created as personal or group briefings.

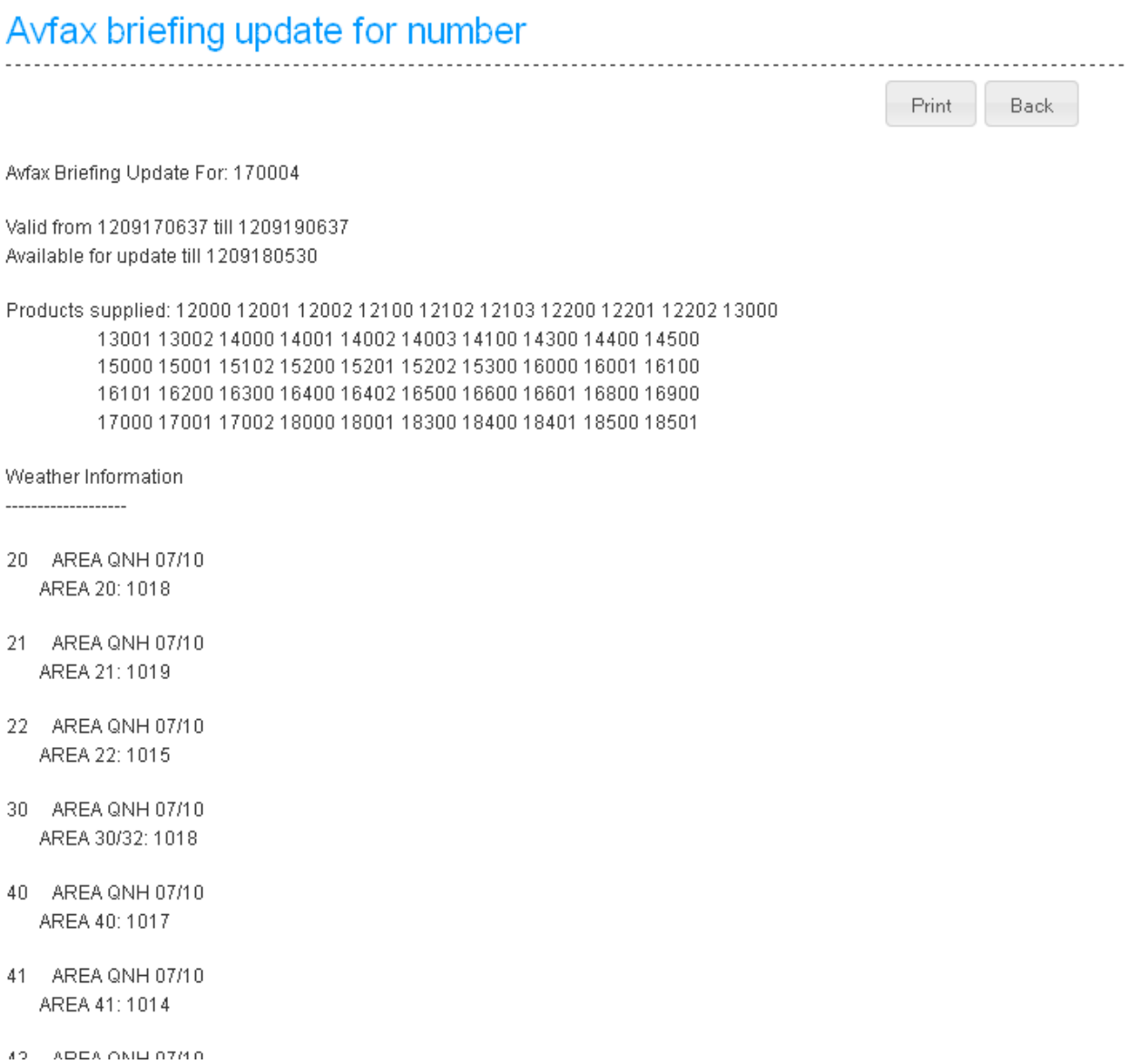


“Owned”	Select if the AVFAX Briefing is to be created as a personal Briefing
“Group”	Select to access the drop down menu of groups to which you are a member.
“Briefing Number”	Enter the six digit AVFAX Briefing number from the original AVFAX Briefing, if known.
“Submit”	Refresh the AVFAX Active Briefings list with your selection,
	Select to show the content of the original AVFAX Briefing

Number	The AVFAX Briefing number
Issued	Time the AVFAX Briefing was created
Update Till	Time that updates will be available for this briefing until
Format	not currently used

Target	not currently used
“Update”	Create the AVFAX Briefing update

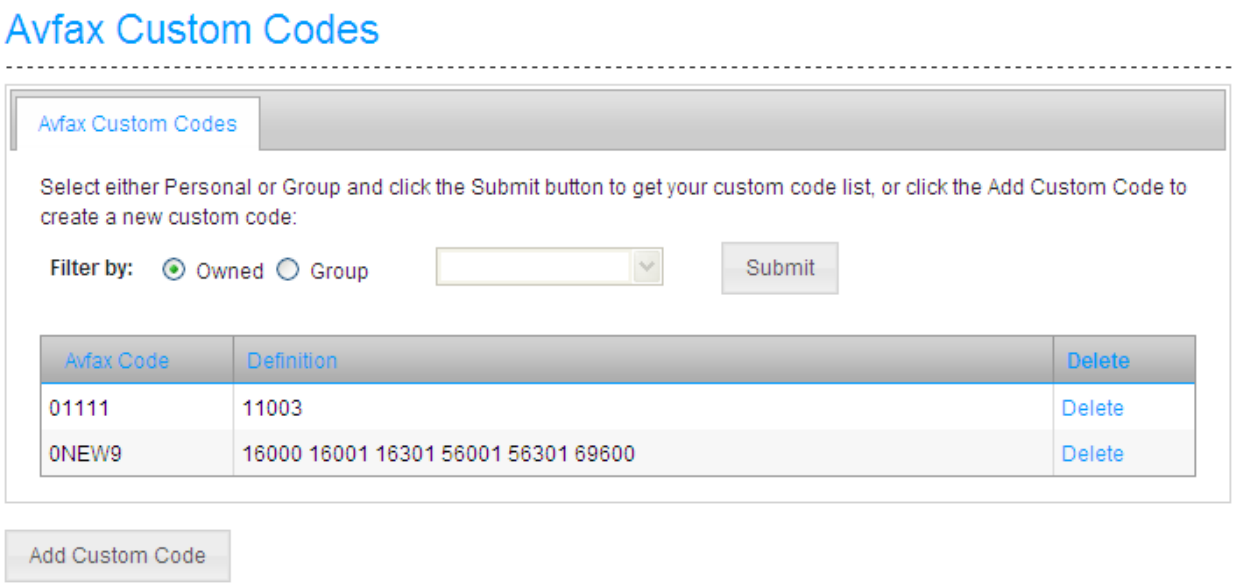
The AVFAX update will contain any relevant data which has been issued since the original AVFAX Briefing was issue.



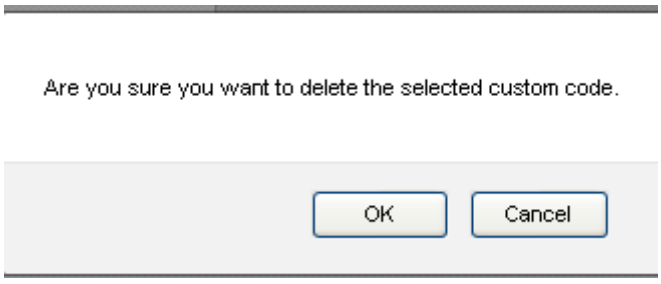
“Print”	Open the printer dialog box
“Back”	Return to the AVFAX Active Briefings form.

4.3.1 Custom Codes

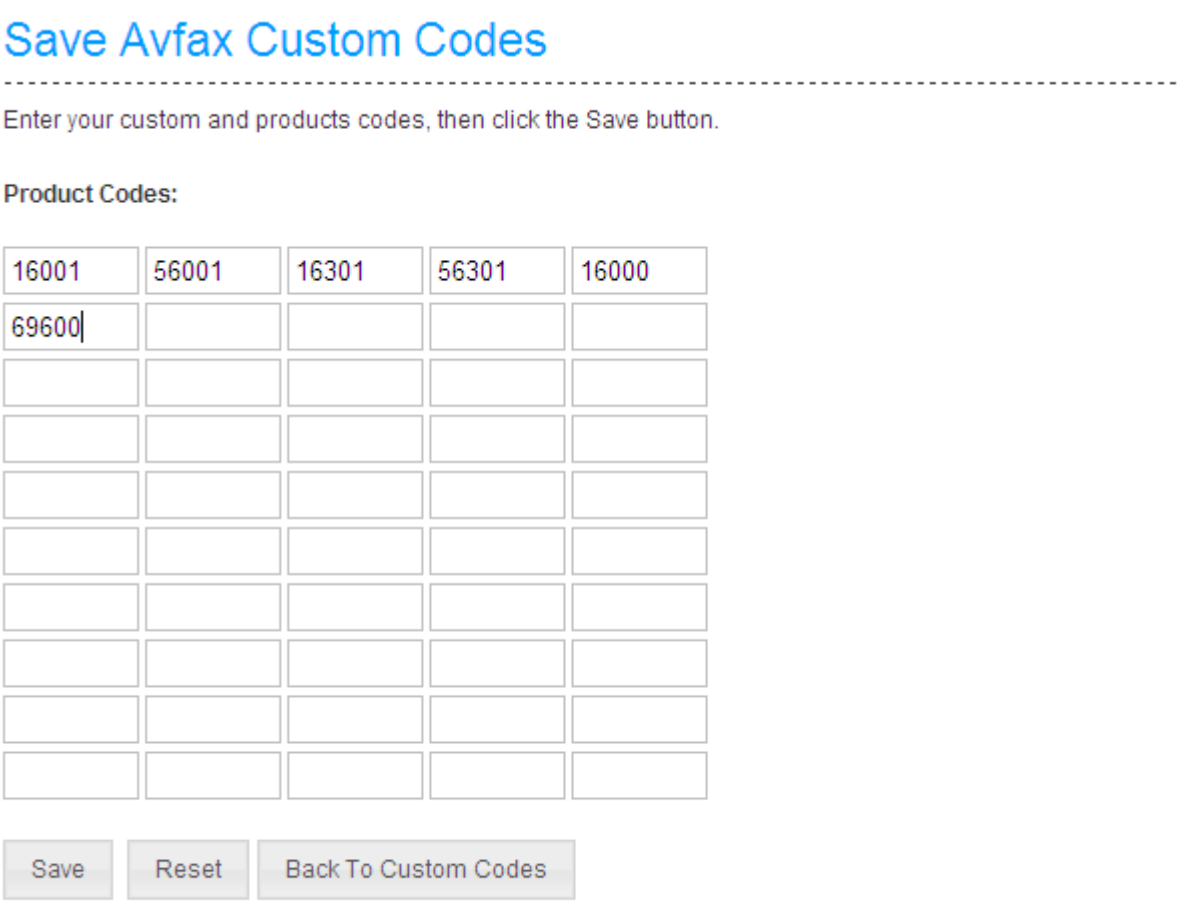
AVFAX Custom codes are five digit codes which allow the user to access up to fifty products by the use of one AVFAX product code. The Custom code must begin with a zero (0), however the last four characters of the product code are nominated by the user.



"Owned"	Select if the AVFAX Custom code has been created as a personal Custom code
"Group"	Access the drop down menu of groups to which you are a member
"Submit"	Refresh the AVFAX Custom Codes list with your selection
"Delete"	Delete the AVFAX Custom code

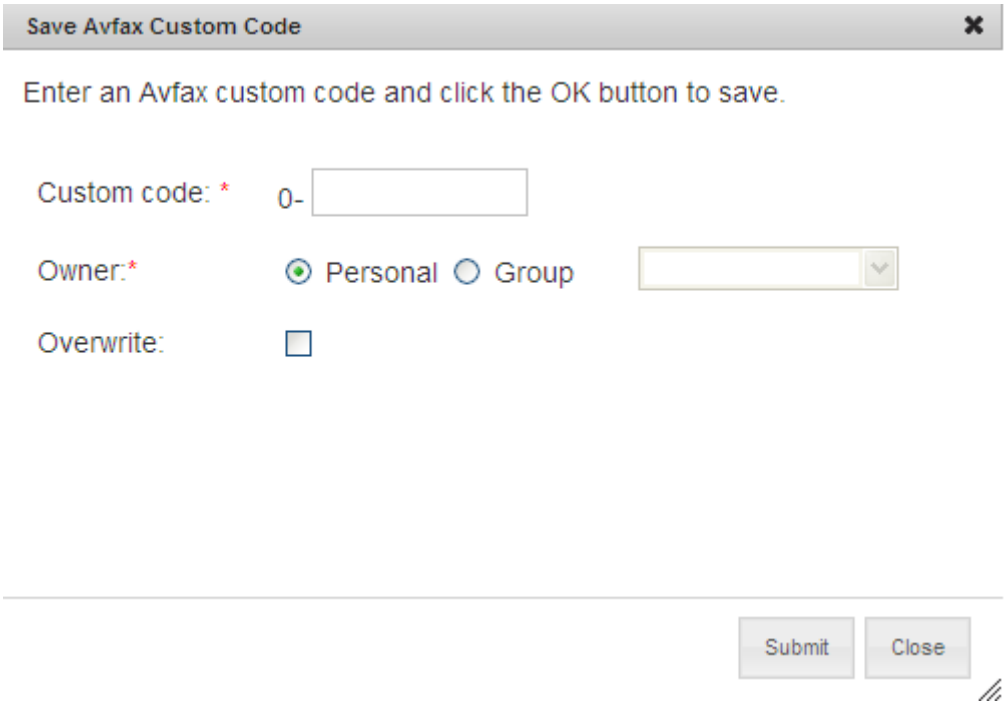


"Ok"	Delete the AVFAX Custom code
"Cancel"	Return to the AVFAX Custom code form without deleting the AVFAX Custom code
"Add Custom Code"	Create a new AVFAX Custom code

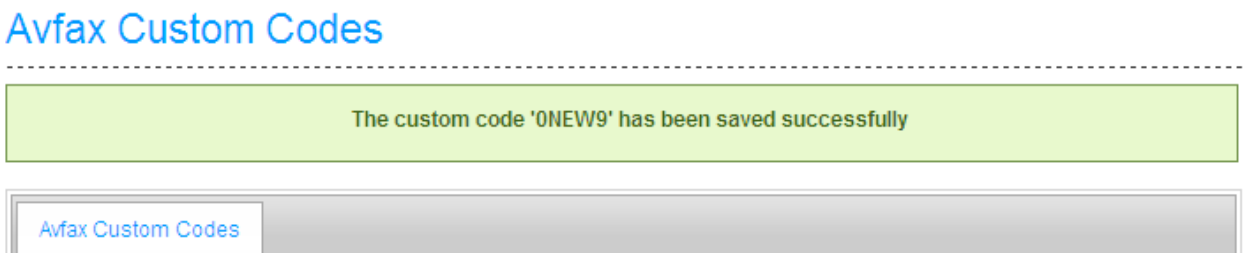


“Product Codes” Enter up to fifty (50) AVFAX product codes

“Save” Save the listed product codes as an AVFAX Custom Code



“Custom code”	Enter four (4) characters to create your AVFAX custom code. A custom code must begin with a zero (0) and this is automatically added to the beginning of your 4 character Custom Code name.
“Personal”	Select if the AVFAX Custom code is to be created as a personal Custom code
“Group”	To access the drop down menu of groups and make the AVFAX Custom code available to a group to which you are a member
“Overwrite”	Overwrite an existing Custom code with the same name
“Submit”	Save the AVFAX Custom code

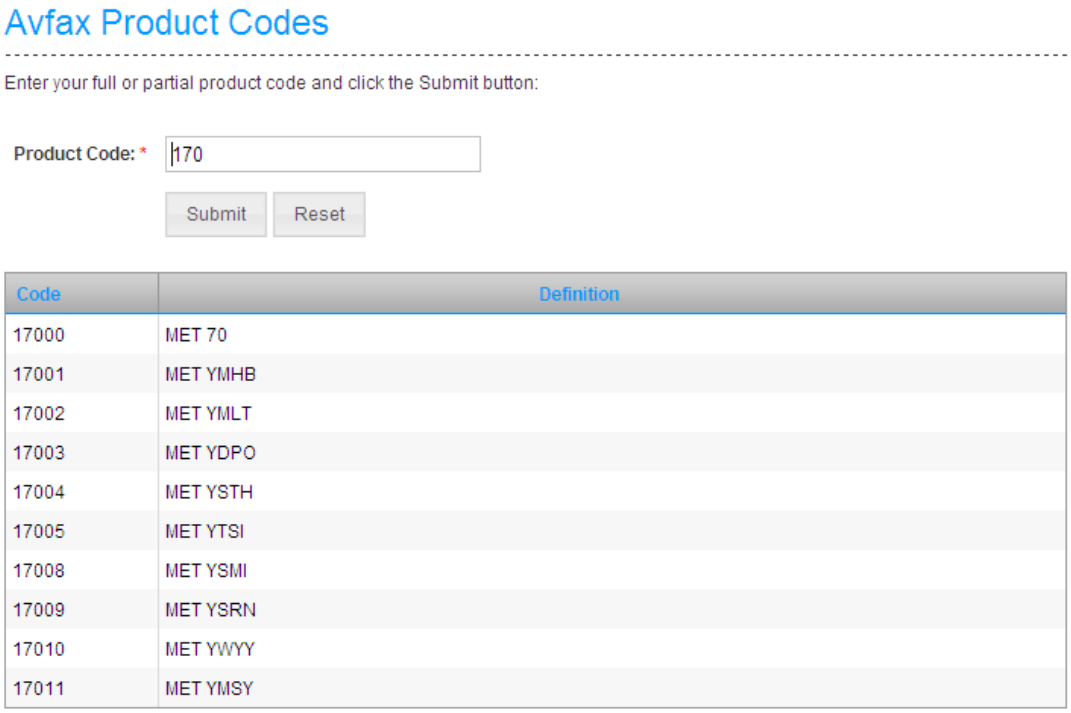


You will receive a confirmation message advising that your AVFAX Custom Code has been created successfully.

“Close”	Return to the AVFAX Custom Code form
“Reset”	Clear the information you have entered on this form
“Back to Custom Codes”	Return to AVFAX Custom Codes list

4.3.2 Product Codes

Allows a user to search for the content of an AVFAX product code



Code	Definition
17000	MET 70
17001	MET YMHB
17002	MET YMLT
17003	MET YDPO
17004	MET YSTH
17005	MET YTSI
17008	MET YSMI
17009	MET YSRN
17010	MET YWYY
17011	MET YMSY

“Product code” (numeric)
Enter between 2 and 5 digits of the AVFAX Product code to view list of matching AVFAX products

“Submit “ Search from matching AVFAX product codes

“Reset” Clear the Product code text box

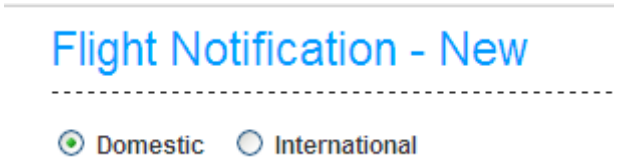
5. Flight Notification

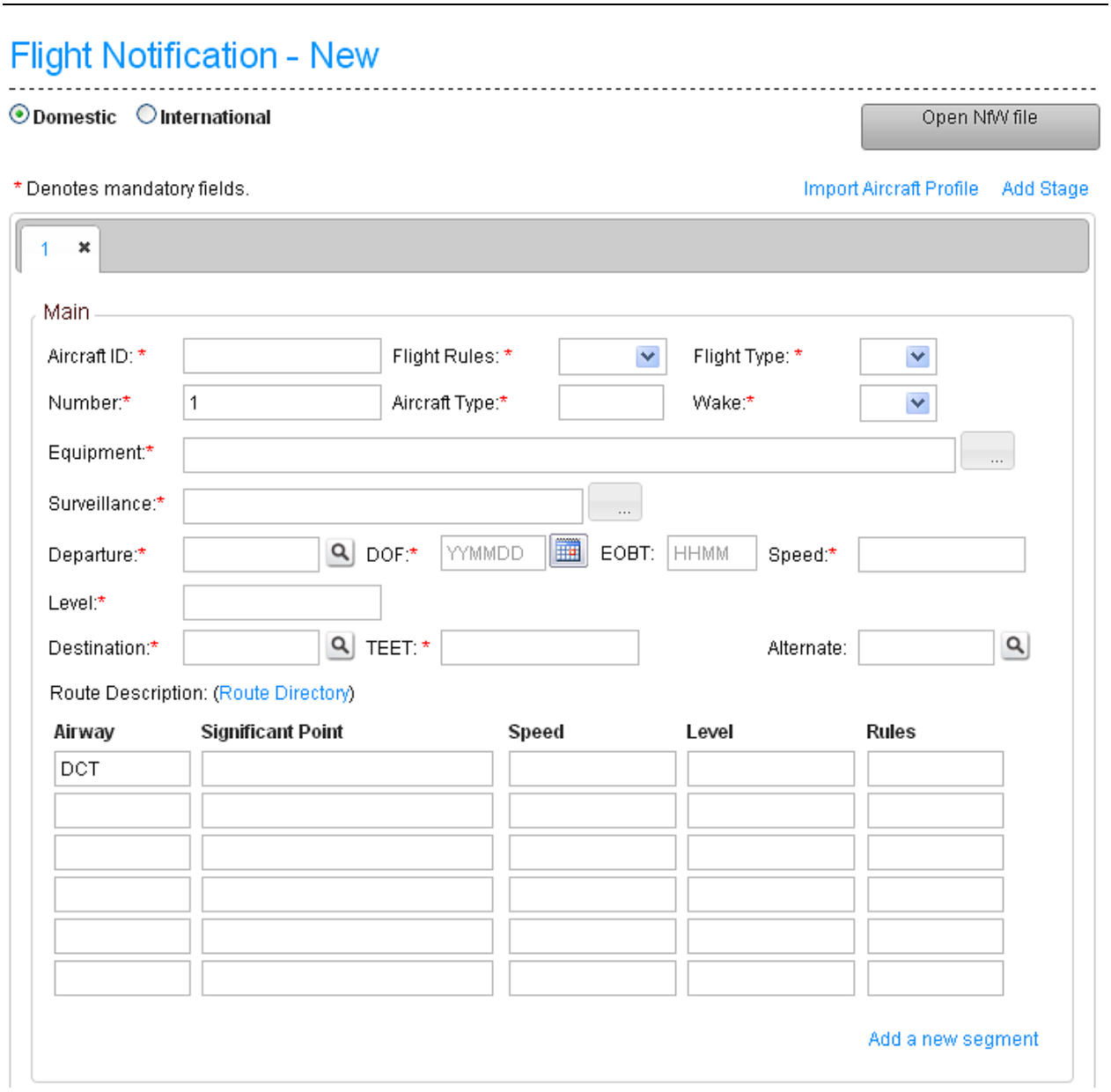
5.1 ICAO

There are two separate flight notifications that can be submitted from this menu item

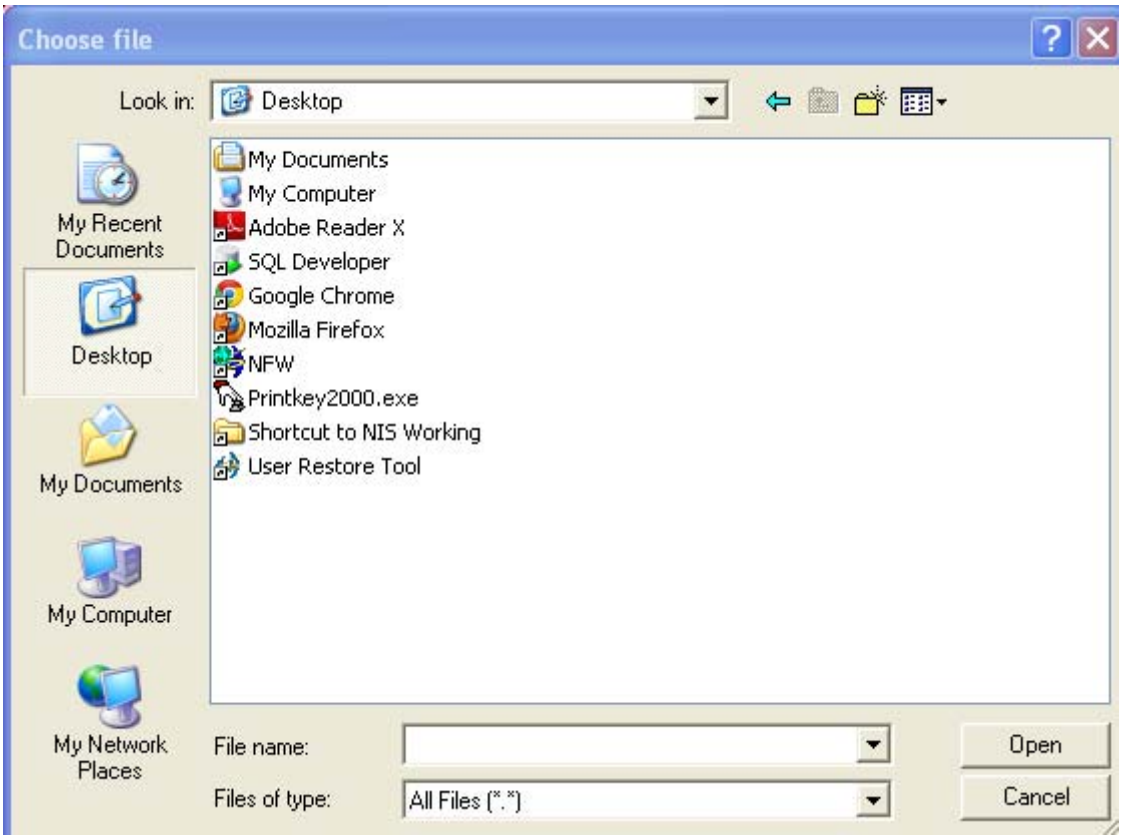
- Domestic
- International

Domestic is selected by default and should be used for all flights within Australia. Select International, only for flights entering or leaving International airspace.

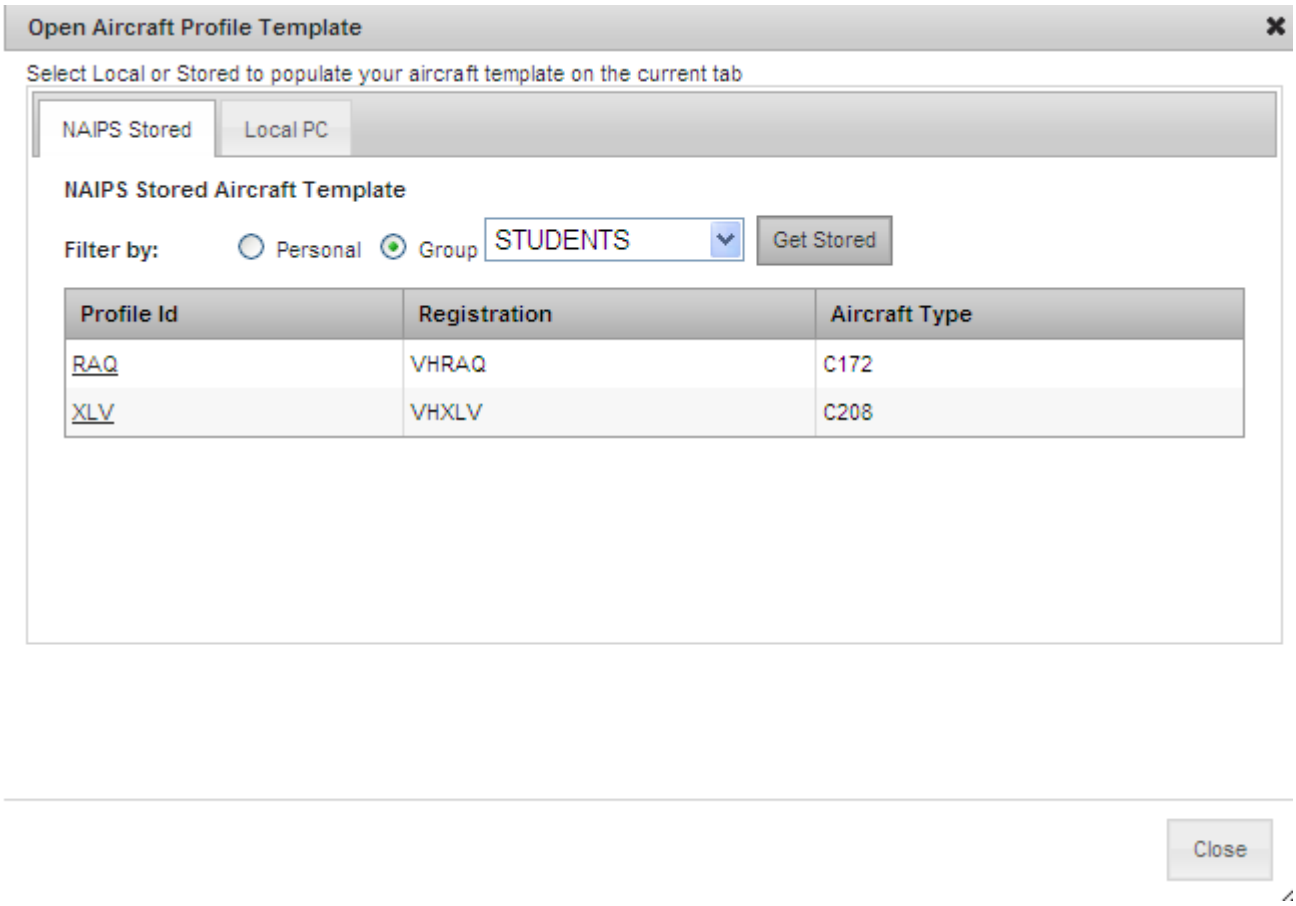




"Open Nfw File" For Flight files that have been previously saved to your local computer using NAIPS for Windows. This button will open a directory search on your local computer, which will allow you to navigate to templates stored on your computer.



“Import Aircraft Profile” Import a saved Aircraft profile saved as a personal or group template saved on the NAIPS Internet service, or an aircraft profile saved on your local computer, e.g. saved previously using NAIPS for Windows.



“NAIPS Stored” Provides a list of Aircraft Profile Templates that have been stored using the NAIPS Internet Service

“Personal” Select if the Aircraft Profile Templates was stored using the NAIPS Internet Service as a Personal template

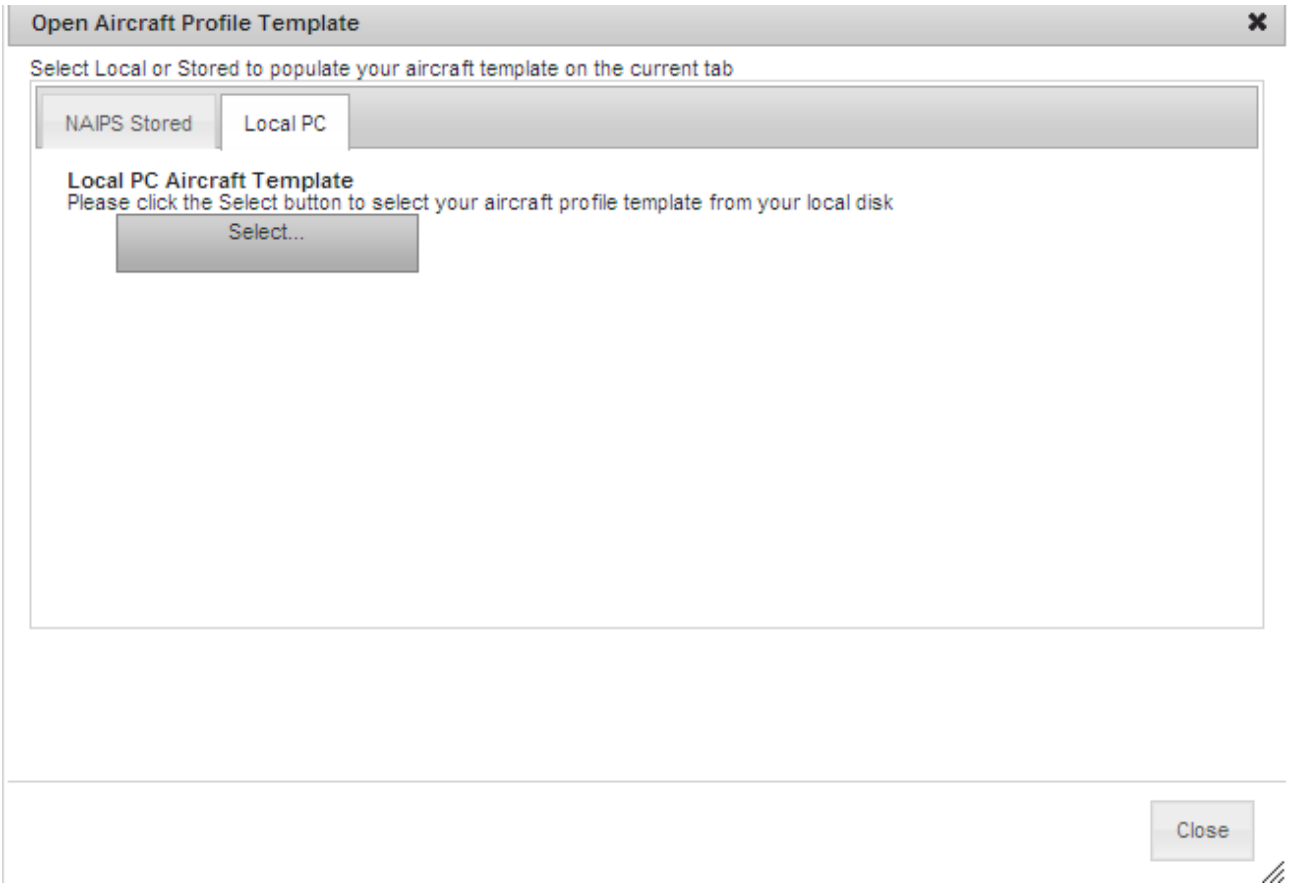
“Group” Select to access the drop down menu of groups to which you are a member. Then you will be able to select a group name if the Aircraft Profile Template was stored using the NAIPS Internet Service as a group template.

“Get Stored” Refresh the Aircraft Profile Template list

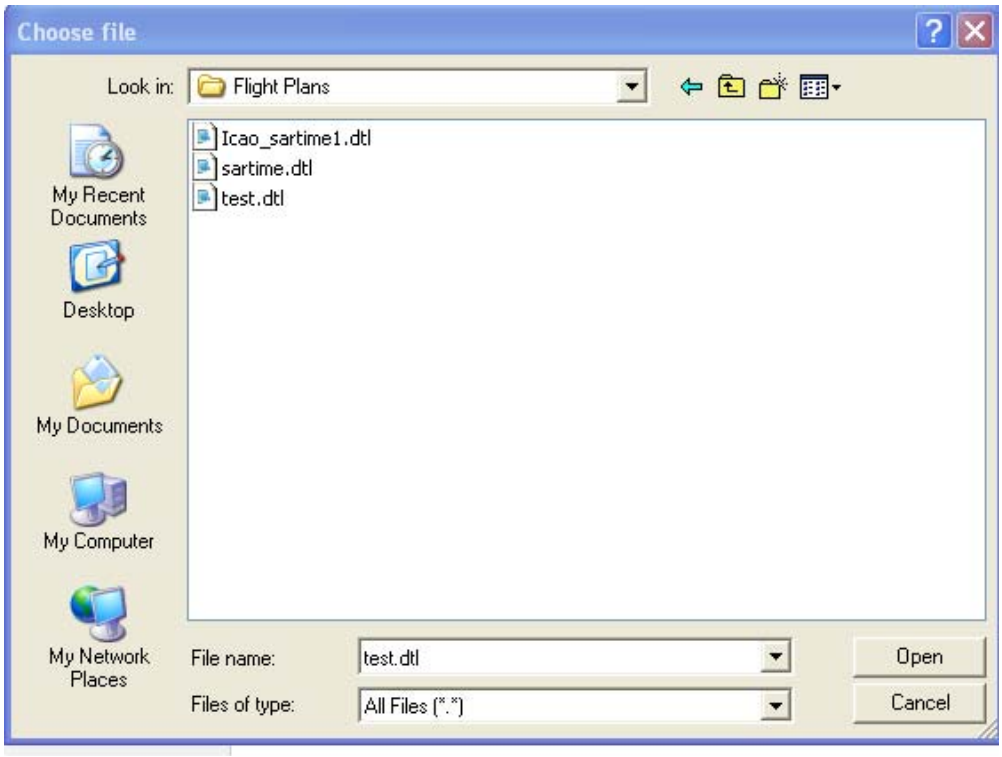
Select the required Profile by clicking on the associated Profile Id listing to return the defaults saved in this Profile to the Flight Notification form.

“Close” Close Aircraft Profile Template form and return to Flight Notification form.

If the your Aircraft Profile Template was created in NAIPS for Windows and is stored on you local computer, select “Local PC” to enable navigation to those files


Open Aircraft Profile Template
Select Local or Stored to populate your aircraft template on the current tab
NAIPS Stored
Local PC
Local PC Aircraft Template
Please click the Select button to select your aircraft profile template from your local disk
Select...
Close

"Select" Open a Directory search on your local computer, which will allow you to navigate to templates stored on your computer.



“Close”	Close Aircraft Profile Template form and return to Flight Notification form.
“Add stage”	Add additional stages to the flight notification form complete each stage prior to adding the next stage. This will ensure that the defaults entered will appear in the subsequent stage
*	Entries marked with a red asterisk are mandatory fields and must be completed by entering appropriate information.

Main

“Aircraft ID”	Enter the aircraft identification, between 2 and 7 alpha-numeric characters For VH registered aircraft, enter the three letters after the prefix, unless the flight is proceeding outside of Australian airspace. e.g. VHZFR enter ZFR. For flight numbers and other approved call-signs, enter a maximum of 7 characters alpha-numeric. e.g. QFA611 For military flights, only approved identification abbreviations may be entered. Note: One aircraft identification per stage of flight notification is permitted. *(if you wish to submit a practice Flight Notification use Aircraft Id - **NOSEND**)*
“Flight Rules”	I for Instrument Flight Rules (IFR) V for Visual Flight Rules (VFR) Y for IFR then VFR Z for VFR then IFR If Y or Z is indicated, an entry in the route description section of the flight notification must specify where the change of rules will occur.
“Flight Type”	S for Scheduled air service N for Non-scheduled air service G for General aviation M for Military X If other than any of the defined categories above. Note: If X is used, specify the Status of a flight in the STS/ field of the “Other” section of the flight notification , or when necessary to denote other reasons for specific handling by ATS, indicated in the RMK/ field of the “Other” section of the flight notification.

“Number” Number of aircraft where there are more than one, otherwise leave blank. This is applicable to formation flights only.

“Aircraft Type” Enter the two (2) to four (4) letter ICAO Approved aircraft type abbreviation.

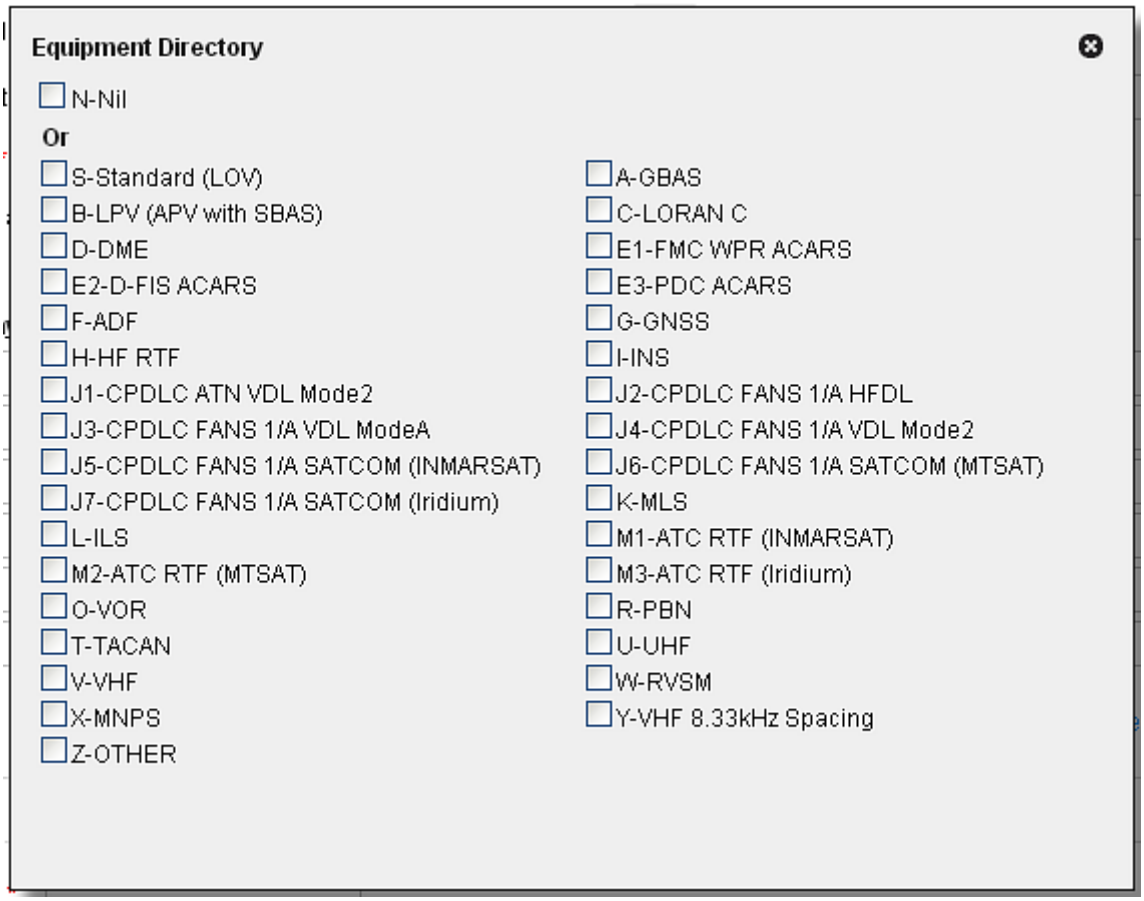
If no such designator has been assigned, enter ZZZZ and specify the type of aircraft in the TYP/ field in the “Other” section of the flight notification below.

“Wake“ Enter the wake turbulence category of the aircraft
(Category as listed in AIP)

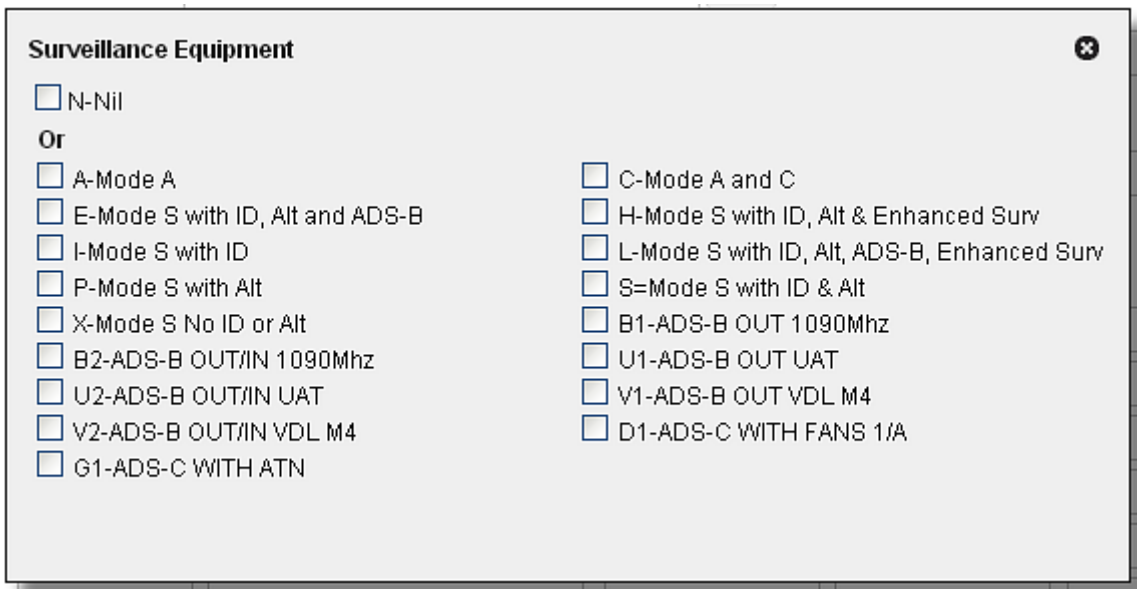
- L Light — Aircraft with a maximum takeoff mass of 7,000kg or less
- M Medium — Aircraft with a maximum takeoff mass of between 7,000kg and 136,000kg
- H Heavy — Aircraft with a maximum takeoff mass of 136,000kg or Greater

To open a popup box to select Equipment or Surveillance

“Equipment” Select the appropriate Navigation and Communication equipment carried from the check boxes in this field.



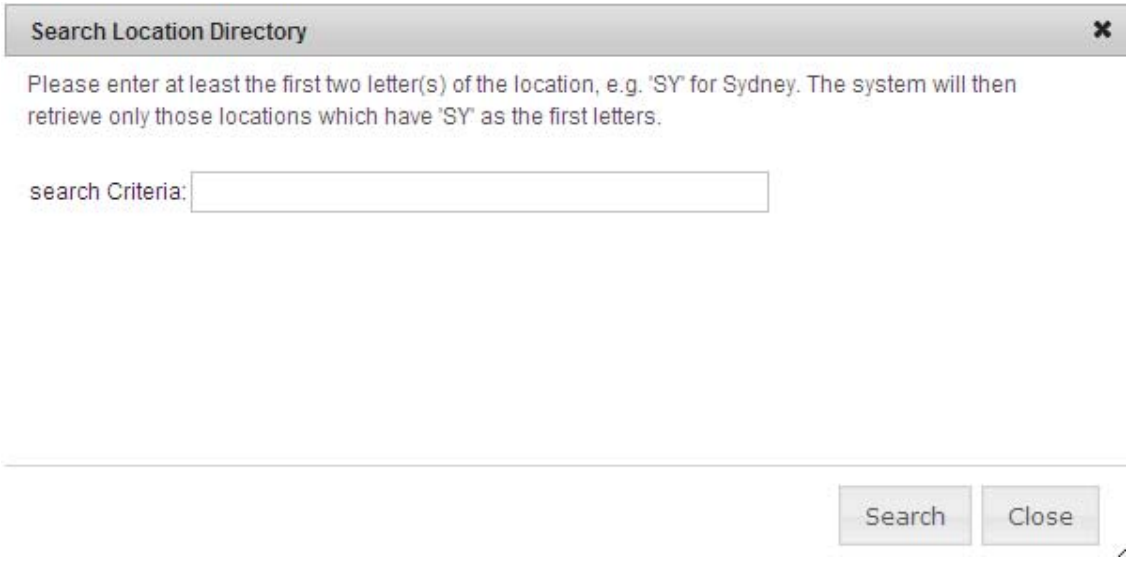
"Surveillance" Select the appropriate Surveillance equipment from the check boxes in this field


Surveillance Equipment
N-Nil
Or
A-Mode A
E-Mode S with ID, Alt and ADS-B
I-Mode S with ID
P-Mode S with Alt
X-Mode S No ID or Alt
B2-ADS-B OUT/IN 1090Mhz
U2-ADS-B OUT/IN UAT
V2-ADS-B OUT/IN VDL M4
G1-ADS-C WITH ATN
C-Mode A and C
H-Mode S with ID, Alt & Enhanced Surv
L-Mode S with ID, Alt, ADS-B, Enhanced Surv
S=Mode S with ID & Alt
B1-ADS-B OUT 1090Mhz
U1-ADS-B OUT UAT
V1-ADS-B OUT VDL M4
D1-ADS-C WITH FANS 1/A

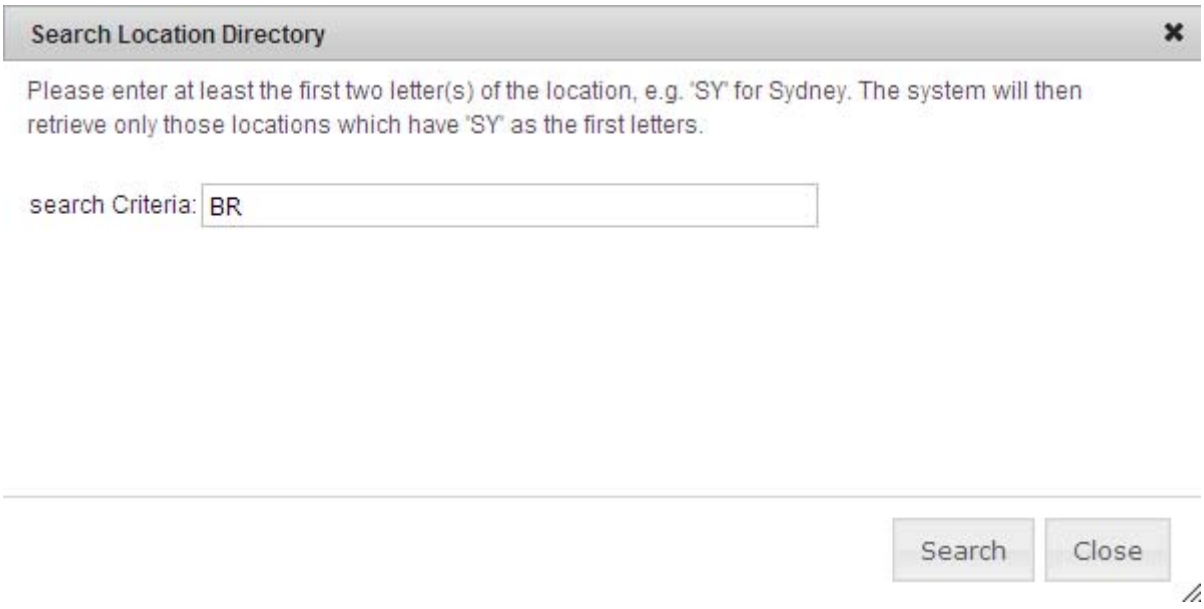
"Departure" Enter the location designator or full name of the departure aerodrome.

If the location is unknown or does not have a four letter ICAO location code, enter ZZZZ. Then in DEP/ of “Other” section enter the latitude and longitude of the Departure aerodrome, or bearing and distance from a location with an authorised abbreviation.

Open a search location Directory

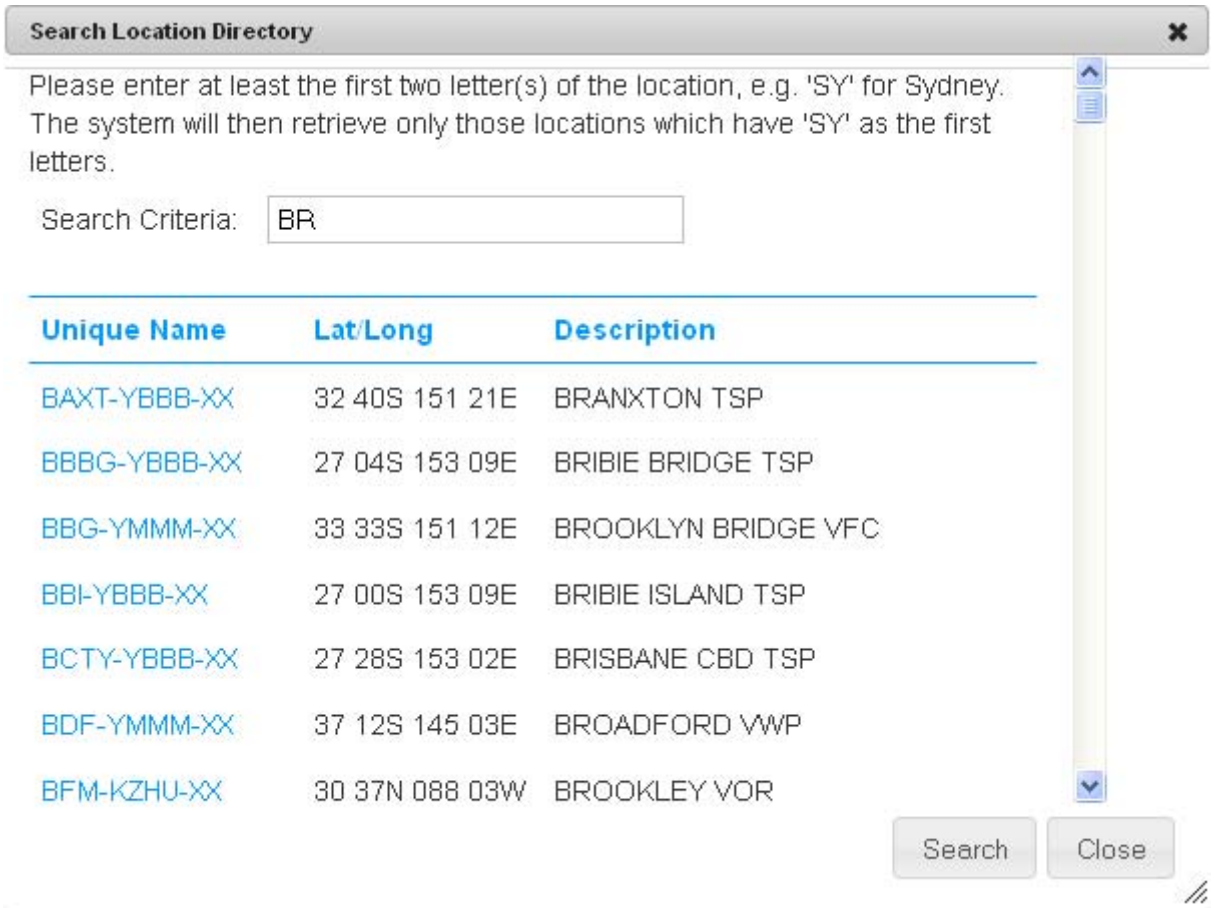

Search Location Directory
Please enter at least the first two letter(s) of the location, e.g. 'SY' for Sydney. The system will then retrieve only those locations which have 'SY' as the first letters.
search Criteria:
Search
Close

Enter at least two letters of the location that you are searching for


Search Location Directory
Please enter at least the first two letter(s) of the location, e.g. 'SY' for Sydney. The system will then retrieve only those locations which have 'SY' as the first letters.
search Criteria: BR
Search
Close

“Search” To generate a list of locations matching your search

“Close” Return to the Flight notification form


Search Location Directory
Please enter at least the first two letter(s) of the location, e.g. 'SY' for Sydney. The system will then retrieve only those locations which have 'SY' as the first letters.
Search Criteria: BR
Unique Name
Lat/Long
Description
BAXT-YBBB-XX 32 40S 151 21E BRANXTON TSP
BBBG-YBBB-XX 27 04S 153 09E BRIBIE BRIDGE TSP
BBG-YMMM-XX 33 33S 151 12E BROOKLYN BRIDGE VFC
BBI-YBBB-XX 27 00S 153 09E BRIBIE ISLAND TSP
BCTY-YBBB-XX 27 28S 153 02E BRISBANE CBD TSP
BDF-YMMM-XX 37 12S 145 03E BROADFORD VWP
BFM-KZHU-XX 30 37N 088 03W BROOKLEY VOR
Search
Close

This list allows you to scroll through the search records and click on the location that you require.

Clicking on the location will add that code to your Flight notification form

The Search Location Directory form remains open, allowing you to search for a new location code.

Enter at least 2 letters of the next location you are searching and press “Search” again.

“Close” Return to the Flight notification form.

“DOF” UTC Date of Flight - Enter the date of flight departure into the text box in the format YYMMDD or Alternatively the date may be chosen from the “Calendar” icon to the right of the Date field

CAUTION : UTC date may not coincide with local date

“EOBT” Estimated Off Blocks Time - Enter the Estimated Time of Departure as a four figure UTC time in the format HHMM, now called EOBT.

“Speed” Enter the true air speed (TAS) for the first or whole cruising portion of the flight as one of the following.

- N Knots expressed as N followed by four figures (e.g. N0200 = 200 knots)
- M Mach number expressed as M followed by three figures (e.g. M080 = Mach .80)

"Flight level" Enter the cruising level for the first or whole portion of the route to be flown.

- F Flight level followed by three (3) figures e.g. F330
- A Altitude followed by three (3) figures e.g. A055

"Destination" Enter the location designator or full name of the destination aerodrome.

If the location is unknown or does not have a four letter ICAO location code, enter ZZZZ. Then in DEST/ of "Other" section enter the latitude and longitude of the Destination aerodrome, or bearing and distance from a location with an authorised abbreviation.

Open a search location Directory (see "Departure" for how to use)

"TEET" Enter the Total Estimated Elapsed Time in Hours and Minutes e.g. 0120 = 1 hour and 20 minutes

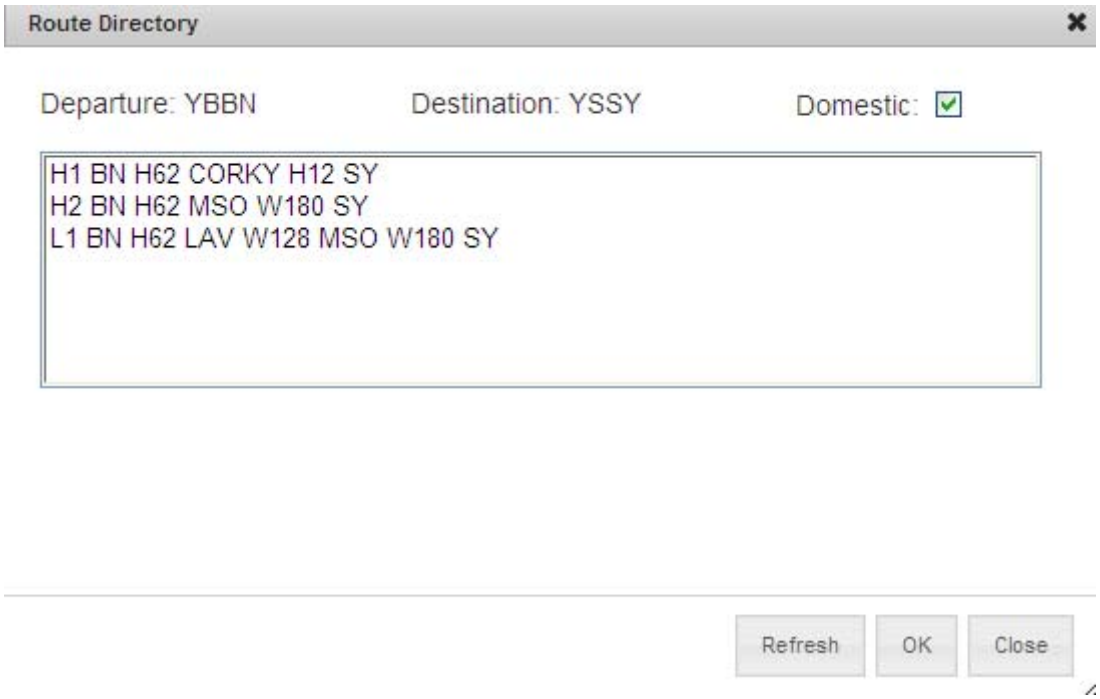
"Alternate" Enter the location designator or full name of the alternate aerodrome.

If the location is unknown or does not have a four letter ICAO location code, enter ZZZZ. Then in ALTN/ of "Other" section enter the latitude and longitude of the Alternate aerodrome, or bearing and distance from a location with an authorised abbreviation.

Open a search location Directory (see "Departure" for how to use)

"Route Directory" A list of stored routes is available once the Departure and Destination aerodromes have been entered.

Click the route directory link and a list of stored routes with the associated route codes will be provided.



"Domestic"	De-select this option if the flight is proceeding outside of Australia and then click "Refresh" to repopulate the list.
"Refresh"	Refresh the screen after changing the Domestic tick box
"OK"	Click on the required route to highlight and select OK to return that route to the route description section of the flight notification.
"Close"	Return to the flight notification form
"Airway"	Enter the two to seven character coded designator assigned to the route or enroute segment. e.g. J84 DCT is also entered in this field, when appropriate.
"Significant Point"	Enter a significant point using a 2 to 5 character ICAO location code. If no ICAO location code is available, use one of the following

- Latitude and Longitude

    a. Degrees only (seven characters)

    Enter 2 figures describing the Latitude in degrees, followed by S (South) or N (North) followed by 3 figures describing the longitude in degrees, followed by E (East) or W (West).

    Leave no spaces between latitude and longitude

    e.g. 23S143E

b. Degrees and minutes (eleven characters)

Enter 4 figures describing the latitude in degrees and minutes, followed by S (South) or N (North), followed by 5 figures describing the longitude in degrees and minutes followed by E (East) or W (West).

Leave no spaces between latitude and longitude

e.g. 2230S14320E

- Bearing and distance from an approved location code

Enter the identification of the approved location code using the two (2) to five (5) character approved location code. (e.g. SY or YSSY) followed by the bearing in three (3) figures magnetic and the distance in three (3) figures in nautical miles.

Leave no spaces between the location code and the bearing and distance.

e.g. SY300008

"Speed" Enter the true air speed of the aircraft when it changes by more than five percent of TAS in the following format

- N Knots expressed as N followed by four figures (e.g. N0200 = 200 knots)
- M Mach number expressed as M followed by three figures (e.g. M080 = Mach .80)

When indicating a change of speed, the level must accompany this change, even if it has not changed.

"Level" Enter the cruising level if a change of level is planned at a significant point.

- F Flight level followed by three (3) figures e.g. F330
- A Altitude followed by three (3) figures e.g. A055

When indicating a change of level, the speed must accompany this change, even if it has not changed.

Note: Cruise Climb is not used in Australian Administered airspace. Where possible, block level clearances will be issued upon request.

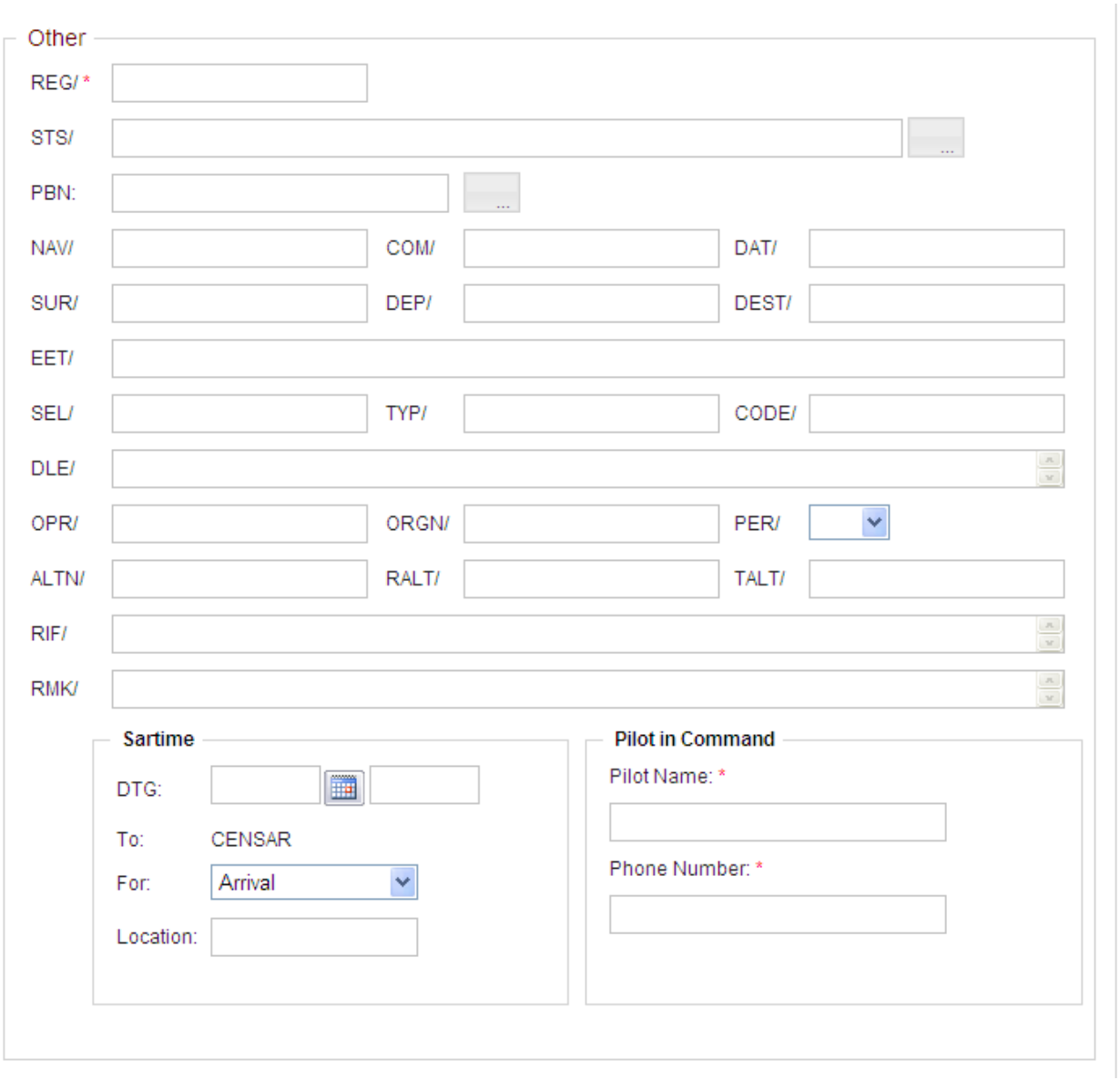
However, if indicating an intention to use the cruise climb procedure enter the level shown as the two levels to be occupied during the climb. e.g. F350F370

“Rules” When a change of flight rules occurs at a significant point, enter the new rules here. e.g. IFR or VFR

“Add a new segment”

Add an additional line to the Route description section of the flight notification

Other



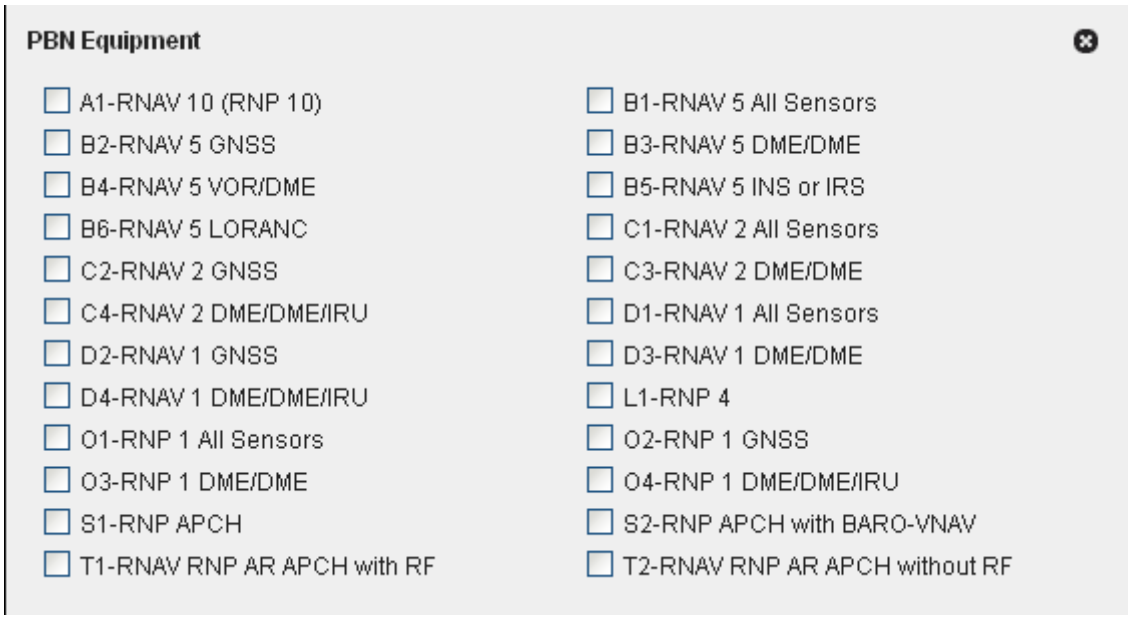
“REG” Enter the full aircraft registration with no spaces or hyphens (e.g. VHABC)

To open a popup box to select STS or PBN.

“STS” Reason for Special Handling

- ALTRV -For a flight operated in accordance with an Altitude reservation
- FFR -Fire Fighting
- HAZMAT -Flight carrying Hazardous material
- HOSP -A medical flight declared by medical authorities
- MARSA -Military assumes responsibility for separation of military aircraft
- NONRVSM -NonRVSM capable flight intending to operate in RVSM airspace
- STATE -Flight engaged in military, customs or police services
- ATFMX -Approved for exemption from ATFM measures by appropriate ATS authority
- FLTCK -Flight check for calibration of navigation aids
- HEAD -Flight with Head of State status
- HUM -Flight operating on a humanitarian mission
- MEDEVAC -A life critical medical emergency evacuations
- SAR -Flight engaged in Search and Rescue mission

“PBN” RNAV and/or RNP Capabilities (each code comprised of 1 alpha and numeric character) Maximum of 8 allowed.



"NAV"	Enter significant changes to Navigation equipment and this has been indicated by Z or G in the equipment field. e.g. RNAV5
"COM"	Enter significant changes relating to communication equipment and this has been indicated by Z in the equipment field. e.g. HF3452
"DAT"	Data capabilities not specified in Equipment above.
"SUR"	Surveillance application/capability not specified in Surveillance above.
"DEP"	Enter the latitude and longitude or bearing and distance from an authorised abbreviation for the Departure aerodrome when ZZZZ has been used in the Departure field.
"DEST"	Enter the latitude and longitude or bearing and distance from an authorised abbreviation for the Destination aerodrome when ZZZZ has been used in the Destination field.
"EET"	For International flights that enter or leave the Australian FIR use EET/ to indicate the estimated elapsed time to the FIR Boundary. Enter the 4 letter approved abbreviation for the FIR Boundary followed by the elapsed time in hours and minutes. e.g. NZZC0130 Do this for each FIR that is crossed in the stage.
"SEL"	Enter the SELCAL code of the aircraft if equipped.
"TYP"	Enter the type of aircraft when an approved aircraft type designator has not been assigned and ZZZZ has been entered in Aircraft ID. e.g. Echo Mk 1

“CODE”	Enter the ICAO 24 bit address of the aircraft (Mode S code)
“DLE”	En-route Delay - Use this field to indicate that the aircraft will be operating in a particular area or at a location for a specified time (e.g. Aerial Work) Enter the identification of the approved location code using the two (2) to five (5) character approved location code, latitude and longitude or bearing and distance from an approved location code. This code must appear in the route description section of the flight notification form also. e.g. MDG0015 Multiple locations can be entered with a space preceding each additional area or location. e.g. CG0015 BN0010
“OPR”	Enter the name of the Operator, when required
“ORGN”	Originator 8 letter AFTN address
“PER”	Enter the Aircraft performance category as specified in AIP/ENR. IFR Aircraft arriving at a controlled aerodrome must insert their performance category
“ALTN”	Enter the latitude and longitude or bearing and distance from an authorised abbreviation for the Alternate aerodrome when ZZZZ has been used in the Alternate field.
“RALT”	Enter the name of any en-route alternate, if applicable.
“TALT”	Take Off Alternate- Enter the name of any Take Off Alternate, if applicable
“RIF”	Enter route details to the revised destination aerodrome, followed by a four letter location indicator of that aerodrome if applicable
“RMK”	Enter plain language remarks that are relevant to Air Traffic Services. e.g. MDG NDB BN ILS AERIAL PHOTOGRAPHY

SARTIME

“DTG”	Enter a SARTIME by selecting the date from the calendar icon and enter a four-figure SARTIME (UTC). For a SARTIME to be advised, select the date from the calendar icon and use either “TBA” or “TBN” in place of the four figure time.

"For" Select "Arrival" or "Departure" as appropriate from the drop down menu

"At" Enter the destination aerodrome (or departure aerodrome if a SARTIME for Departure) using the four letter authorised abbreviation or a latitude and longitude.

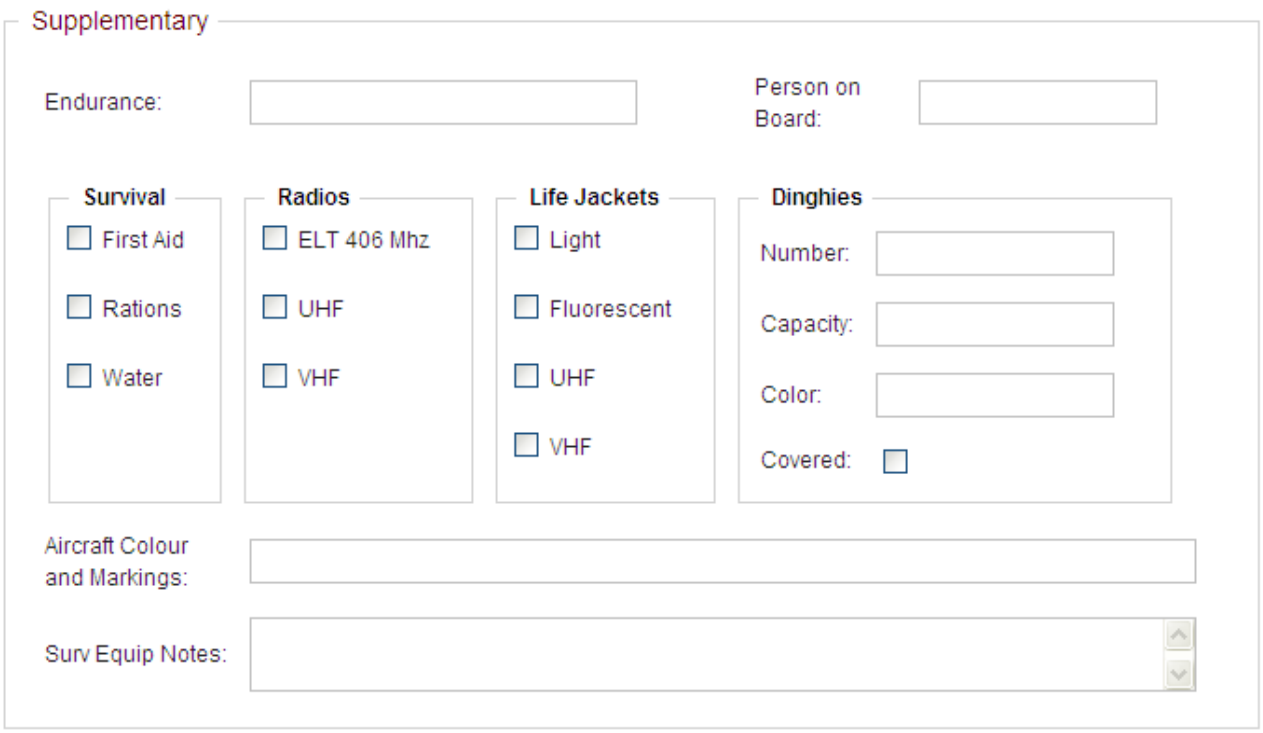
ZZZZ cannot be accepted as a Sartime location. If ZZZZ is used as either the departure or destination aerodrome, ensure this field matches the "DEP/" or "DEST/" data entered in the "Other" information section of the Flight Notification, as appropriate.

Pilot in Command

"Pilot Name" Enter the name of the pilot in command

"Phone number" Enter a phone number where you can be reached

Supplementary



"Endurance" Enter the Endurance in hours and minutes (e.g. 0420 = 4 hours and twenty minutes)

"Persons on Board" Enter the number of persons on board for this stage

Survival
Radios Tick the appropriate emergency items carried
Life Jackets

Dinghies

“Number” Specify the number of dinghies carried.

If one or more dinghies are carried, complete the following information

“Capacity” Enter a number signifying the total capacity of all dinghies

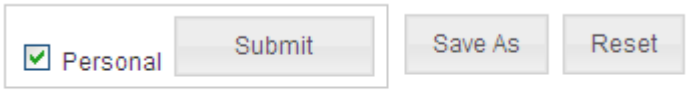
“Color” Enter the color of the dinghy / dinghies

“Covered” Tick this box is the dinghy / dinghies are covered

“Aircraft colour and markings” Enter the aircraft colour and significant markings

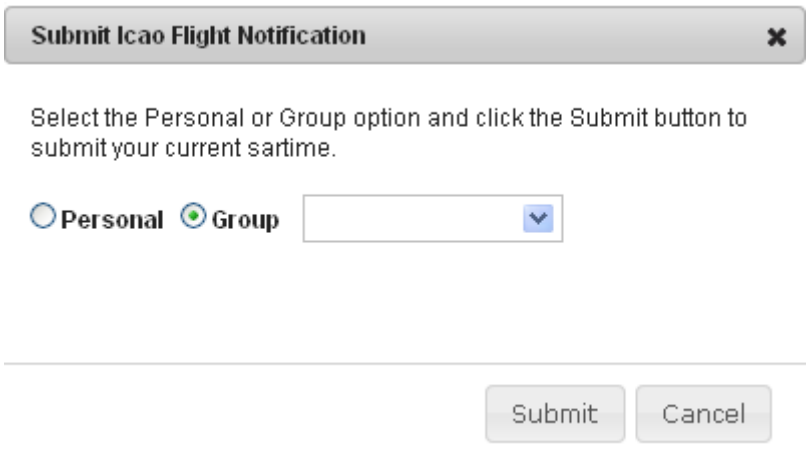
“Surv equip Notes” Enter additional information about survival equipment carried.

Submitting the flight notification



“Personal” Select if the flight notification is to be created as a Personal flight notification. If personal is unticked, when submitting the flight notification, you will be prompted first to enter a group name prior to submitting.

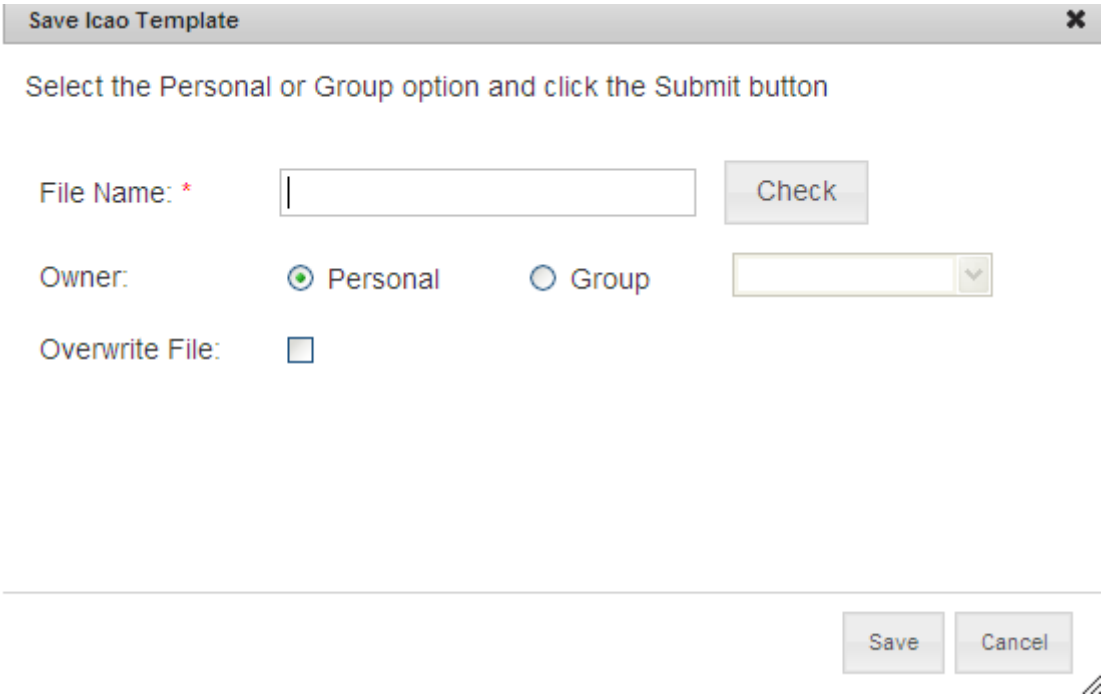
Explanation of Personal and Group accounts


Submit Icao Flight Notification
Select the Personal or Group option and click the Submit button to submit your current sartime.
Personal
Group
Submit
Cancel

“Submit” Submit the flight notification

“Cancel” Cancel submission of the flight notification and return to the flight notification form.

“Save As” Save the flight notification as a template



“Filename” Enter the filename you wish to save as

“Check” To see if the filename is already in use

“Owner” Select “Personal” to save the template to your personal account. Select Group and choose a group name to make this available to all members of that group.

“Overwrite File” Tick if altering a previously saved Template.

“Save” Save the Template

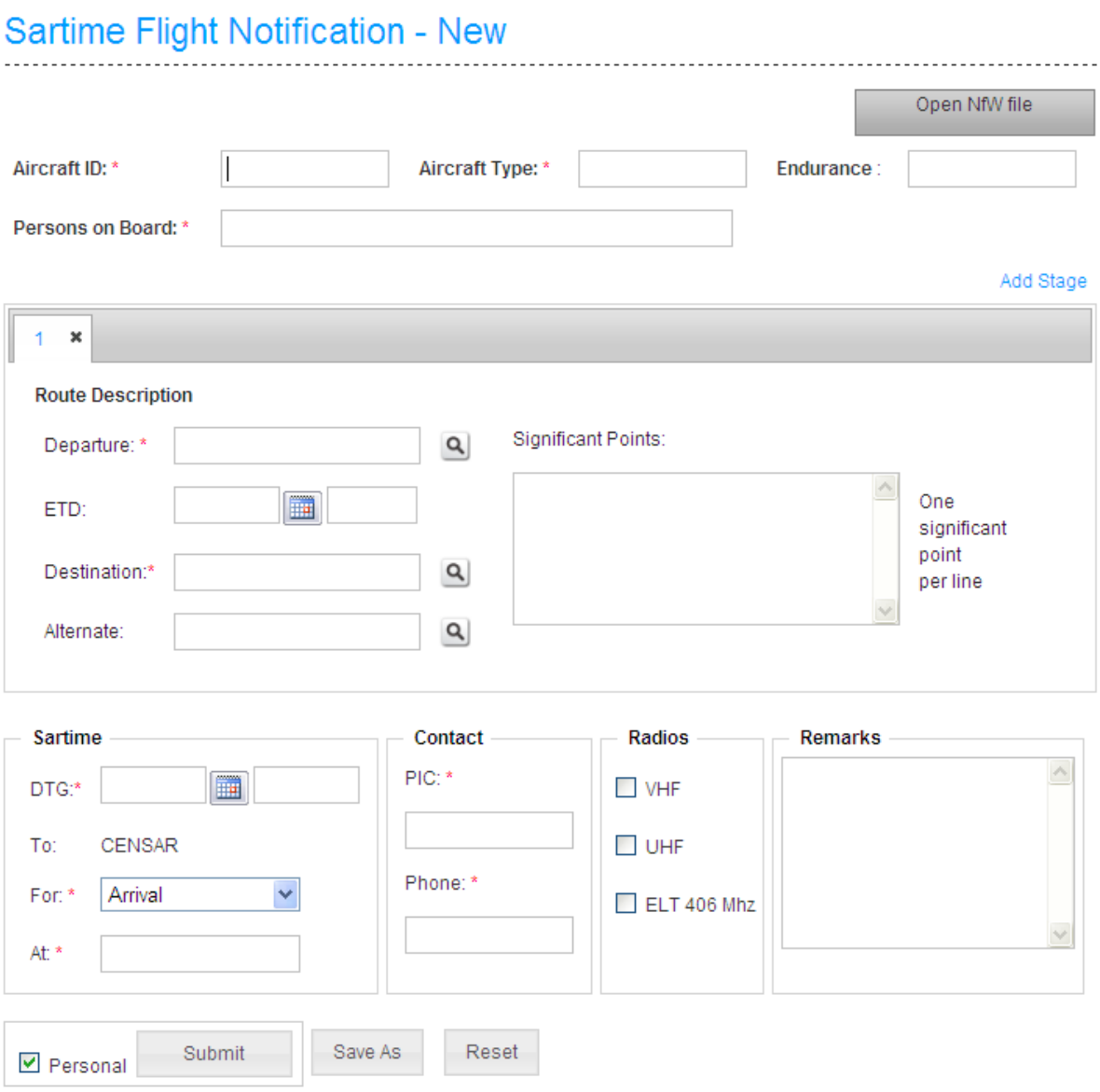
“Cancel” Close this form without saving the template and return to the Flight notification form.

”Reset” Clear the flight notification form

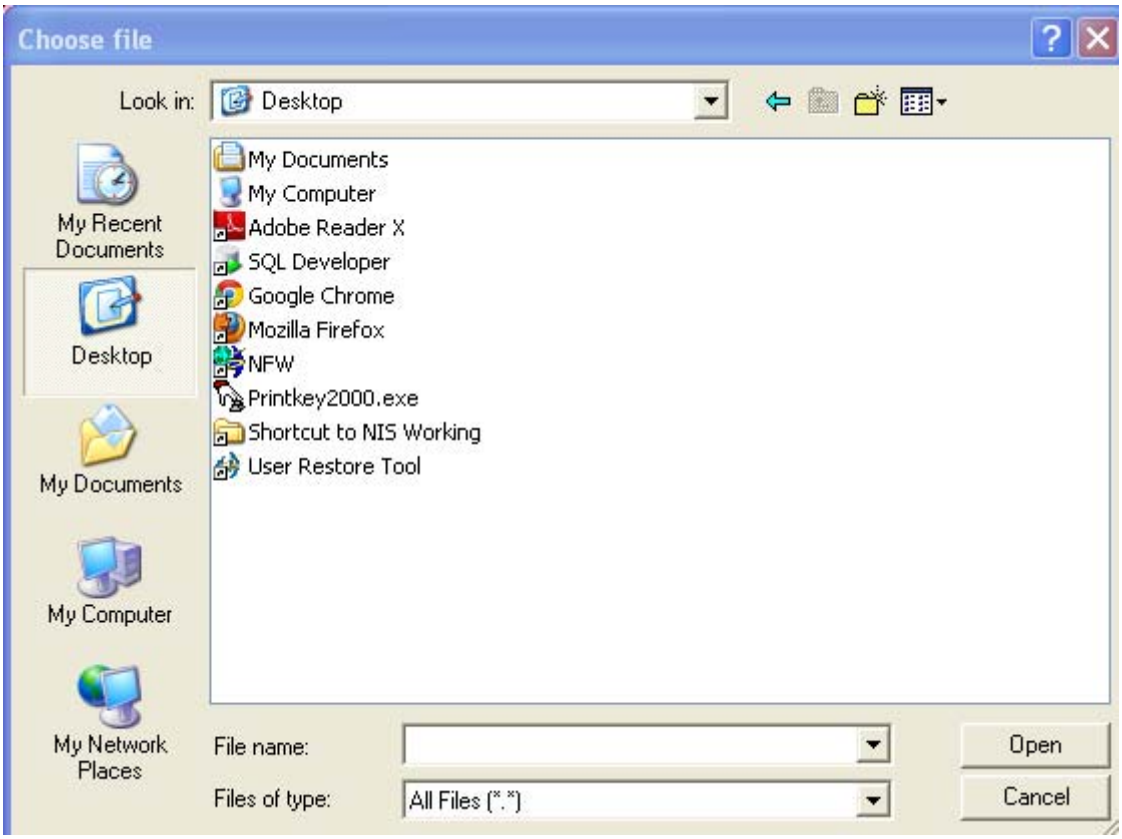
5.2 Sartime

The SARTIME flight Notification requires basic information and a SARTIME to be entered

Note: This notification may only be used for operations wholly outside controlled airspace (OCTA).



"Open Nfw file" For Flight files that have been previously saved to your local computer using NAIPS for Windows. This button will open a Directory search on your local computer, which will allow you to navigate to templates stored on your computer.



"Aircraft ID" Enter the Aircraft Identification, between 2 and 7 alpha-numeric characters

(if you wish to submit a practice Flight Notification use Aircraft Id - ***NOSEND****)*

"Aircraft Type" Enter the two to four letter ICAO Approved aircraft type abbreviation

"Endurance" (hhmm) Enter the aircraft's endurance as a four-figure time in hours and minutes (e.g. 0523 is an endurance of five hours and twenty three minutes)

"Persons on Board" Enter Persons on Board for each leg separated by a space.
This field will also accept TBA (to be advised).
e.g. 1 2 2 TBA

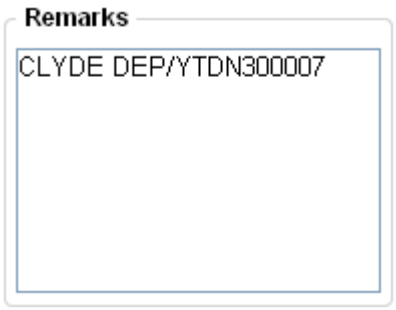
"Add Stage" Add another stage to the Sartime Flight Notification

Route Description

"Departure" Enter the departure point using the four letter authorised abbreviation or a latitude and longitude.

For aerodromes without an authorised abbreviation, enter ZZZZ. In "Remarks" enter the common name of the location followed by "DEP/" then the bearing and distance from a location with an authorised abbreviation.

Example

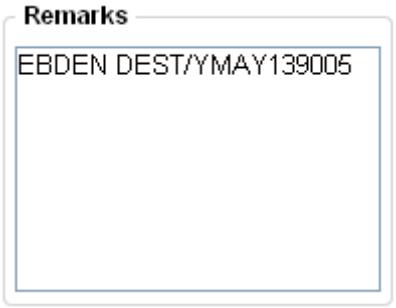


"ETD" Select the date from the calendar icon and enter a four-figure departure time (UTC) (note: ETD is not mandatory on the SARTIME flight notification form, but if entered both Date and Time fields must be completed.)

"Destination" Enter the destination using the four letter authorised abbreviation or a latitude and longitude.

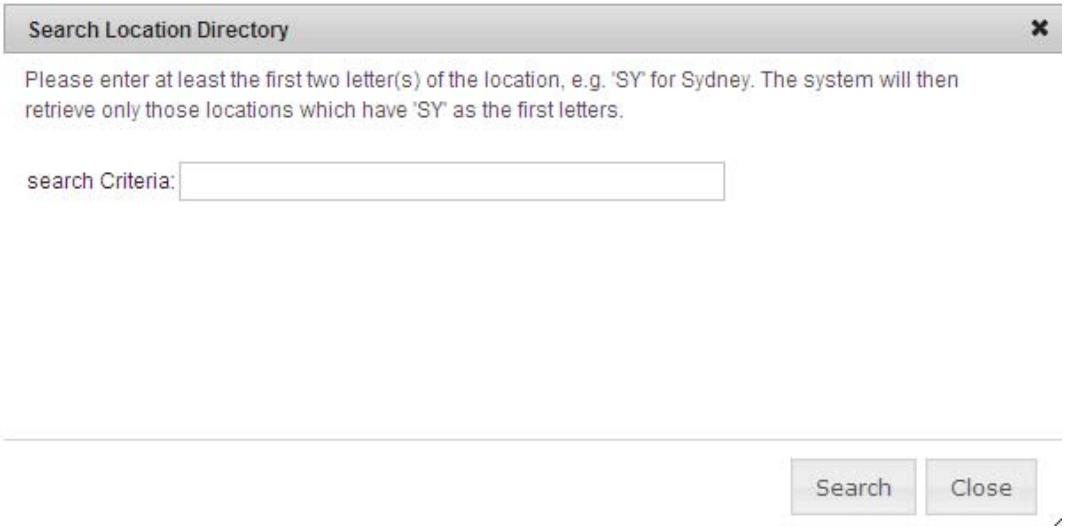
For aerodromes without an authorised abbreviation, enter ZZZZ. In "Remarks" enter the common name of the location followed by "DEST then the bearing and distance from a location with an authorised abbreviation.

Example

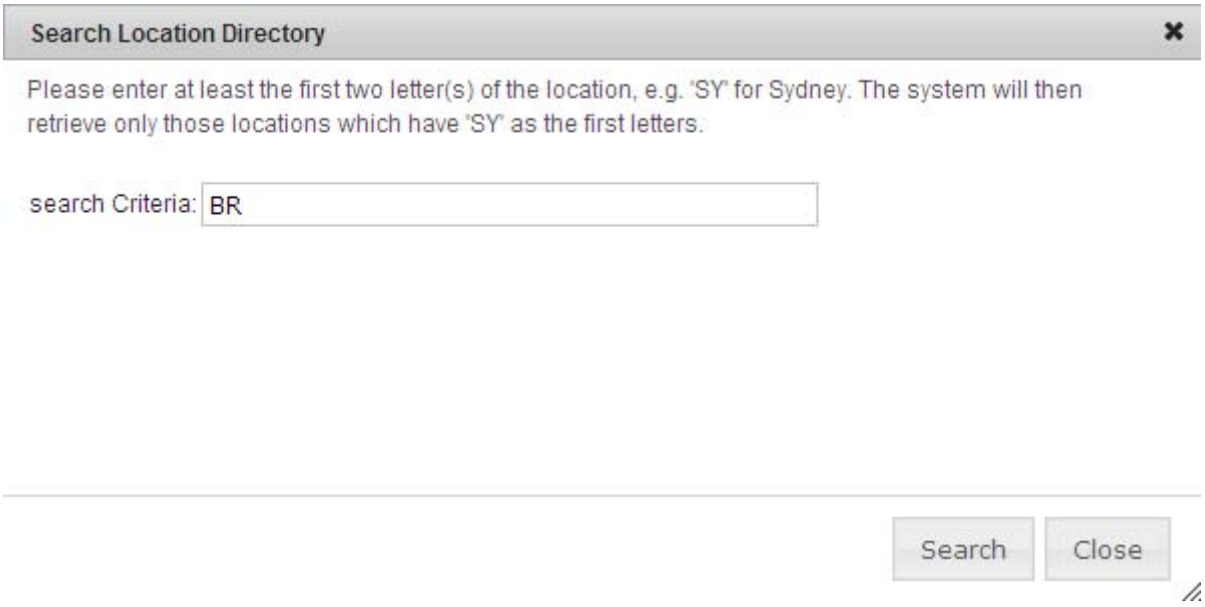


"Significant Points" Enter significant points along the route using the 2 to 4 letter authorised abbreviation or a latitude and longitude

Open a search location Directory

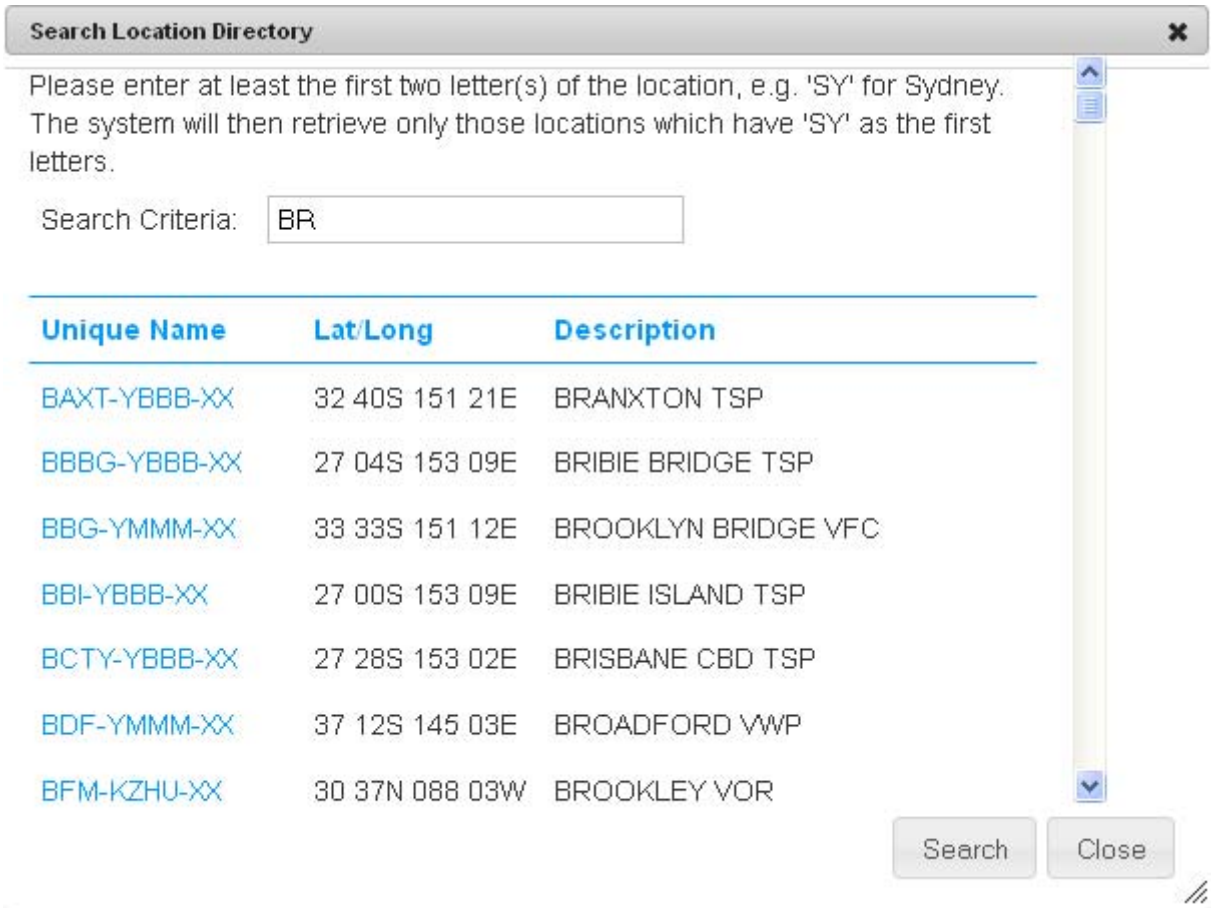

Search Location Directory
Please enter at least the first two letter(s) of the location, e.g. 'SY' for Sydney. The system will then retrieve only those locations which have 'SY' as the first letters.
search Criteria:
Search
Close

Enter at least two letters of the location that you are searching for


Search Location Directory
Please enter at least the first two letter(s) of the location, e.g. 'SY' for Sydney. The system will then retrieve only those locations which have 'SY' as the first letters.
search Criteria: BR
Search
Close

“Search” To generate a list of locations matching your search

“Close” Return to the Flight notification form


Search Location Directory
Please enter at least the first two letter(s) of the location, e.g. 'SY' for Sydney. The system will then retrieve only those locations which have 'SY' as the first letters.
Search Criteria: BR
Unique Name
Lat/Long
Description
BAXT-YBBB-XX 32 40S 151 21E BRANXTON TSP
BBBG-YBBB-XX 27 04S 153 09E BRIBIE BRIDGE TSP
BBG-YMMM-XX 33 33S 151 12E BROOKLYN BRIDGE VFC
BBI-YBBB-XX 27 00S 153 09E BRIBIE ISLAND TSP
BCTY-YBBB-XX 27 28S 153 02E BRISBANE CBD TSP
BDF-YMMM-XX 37 12S 145 03E BROADFORD VWP
BFM-KZHU-XX 30 37N 088 03W BROOKLEY VOR
Search
Close

This list allows you to scroll through the search records and click on the location that you require.

Clicking on the location will add that code to your Flight notification form

The Search Location Directory form remains open, allowing you to search for a new location code.

Enter at least 2 letters of the next location you are searching and press “Search” again.

“Close” Return to the Flight notification form.

SARTIME

“DTG” Enter a SARTIME by selecting the date from the calendar icon and enter a four-figure SATIME (UTC).
For a SARTIME to be advised, select the date from the calendar icon and use either “TBA” or “TBN” in place of the four figure time.

“For” Select “Arrival” or “Departure” as appropriate from the drop down menu

“At” Enter the destination aerodrome (or departure aerodrome if a SARTIME for Departure) using the four letter authorised

abbreviation or a latitude and longitude or bearing and distance from a known location

Contact

"PIC" Enter the name of the pilot in command

"Phone" Enter a phone number where you can be reached

Radios

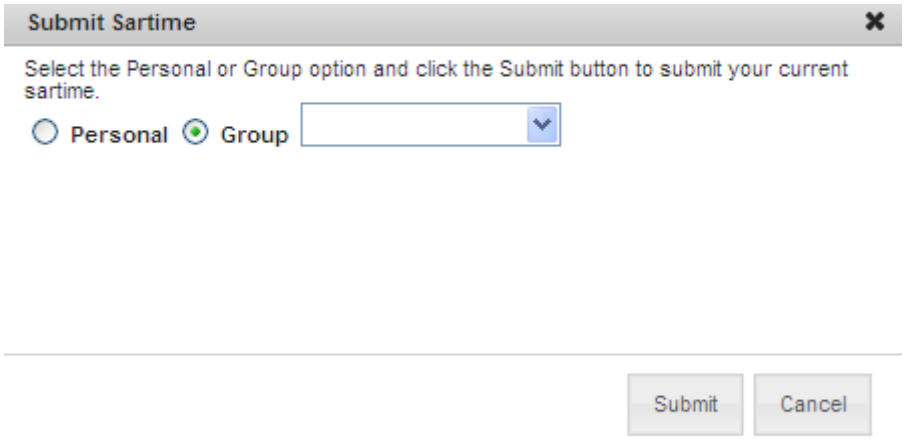
Tick the relevant text box to indicate which type of Emergency radios are carried
"VHF" "UHF" "ELT 406 Mhz"

Remarks

Enter miscellaneous text here to include other relevant information.

Submitting the SARTIME flight notification

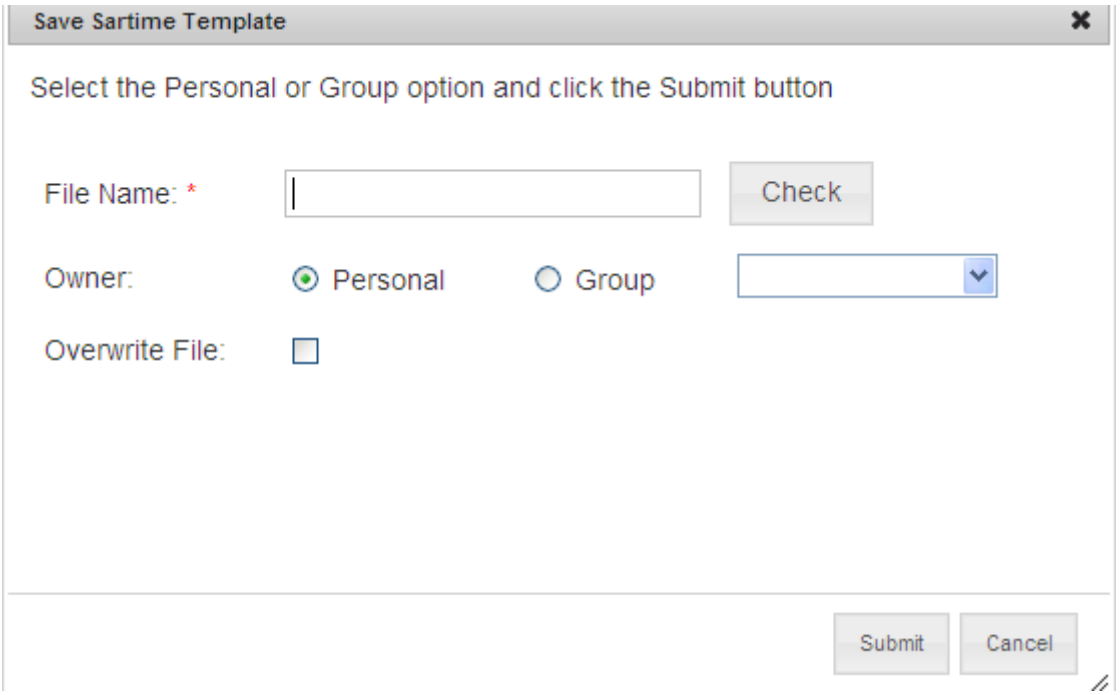
"Personal" Select if SARTIME flight notification is to be created as a Personal flight notification. If personal is unticked, when submitting the flight notification, you will be prompted first to enter a group name prior to submitting.



"Submit" Submit the SARTIME flight notification

"Cancel" Cancel the submission and return to the SARTIME flight notification form

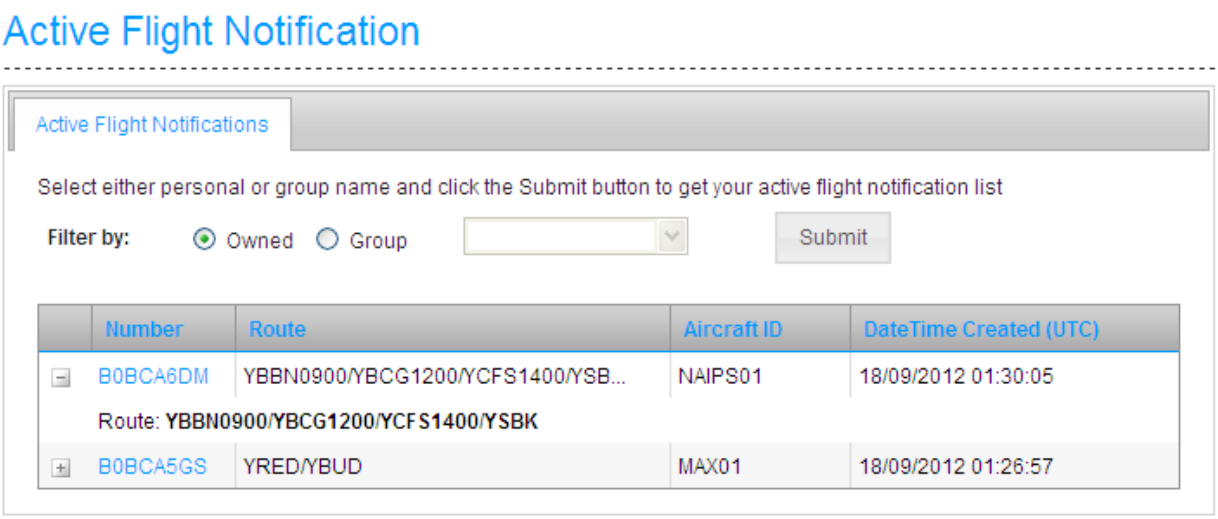
"Save As" Save the SARTIME flight notification as a template



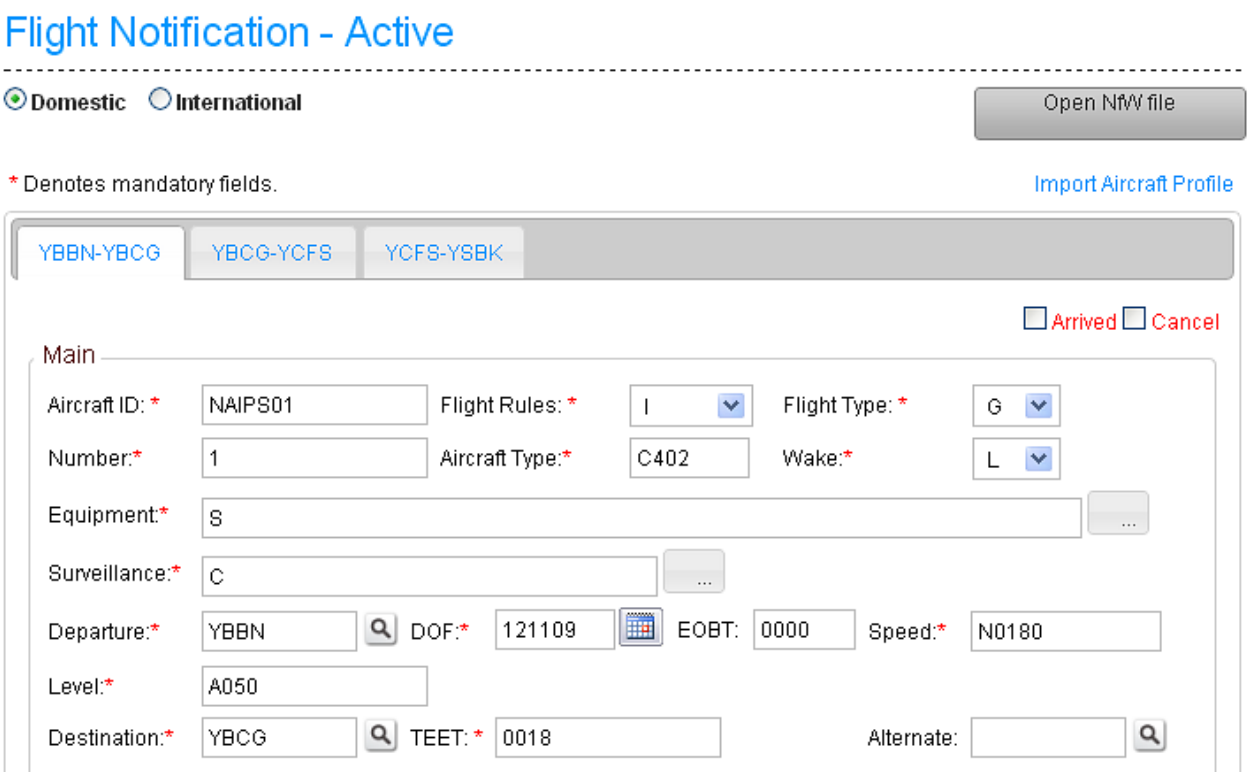
“Filename”	Enter the filename you wish to save as
“Check”	Check if the filename is currently in use
“Owner”	Select “Personal” to save the template to your personal account. Select Group and choose a group name to make this available to all members of that group.
“Overwrite File”	Tick if altering a previously saved Sartime Template.
“Submit”	Save the Sartime Template
“Cancel”	Close this form without saving the template and return to the Sartime Flight notification form.
“Reset”	Clear current form to enter new SARTIME flight notification details

5.3 Active

To view previously submitted flight notifications for amendment, cancellation or submission of an Arrival message in the case of a flight with an active SARTIME.

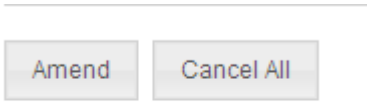


"Owned"	Select if the Flight Notification was submitted as a personal Flight Notification.
"Group"	Select to access the drop down menu of groups to which you are a member. Use if the Flight Notification was saved to a group which you are a member
"Submit"	Refresh the flight notifications list with your selection,
"Number"	A NAIPS allocated reference number for the Flight Notification. Click to open the Flight Notification
"Route"	An outline of the route segments in the Active Flight Notification.
"Aircraft ID"	Aircraft Identification of the submitted flight notification
"Date Created"	Display the Date and Time of submission of the Flight Notification
	Select to show the expanded legs of the Flight Notification



“Arrived” If the flight has an active SARTIME and you wish to generate an Arrival message to CENSAR, select the appropriate leg from the stages Tabs and tick the “Arrived” box. Then select the Amend button to send the Arrival message

“Cancel” To cancel an individual leg, select the appropriate leg from the stages Tabs and tick the “Cancel” box. Then select the Amend button to send the Cancellation message.



“Amend” To send the amendments to the flight notification or the Cancellation / Arrival message.

“Cancel All” To cancel all legs of an active flight notification.

To create a change to an active flight notification, use the Active flight notification form to amend the data that has changed only – and press the Amend button to send the Change notification. For changes across multiple legs of an active flight notification, make the amendments on each individual Tab that is affected.

5.4 Saved

Flight files can be store, on behalf of users, regular Flight Notification defaults in the NAIPS system.

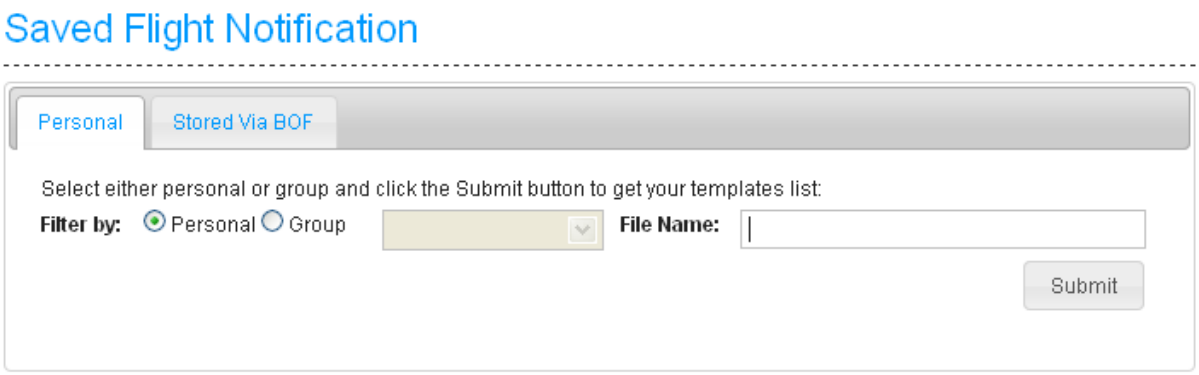
Each flight file is allocated a name, which, if entered, will save data entry time. Data will appear as the saved values.

Personal Tab

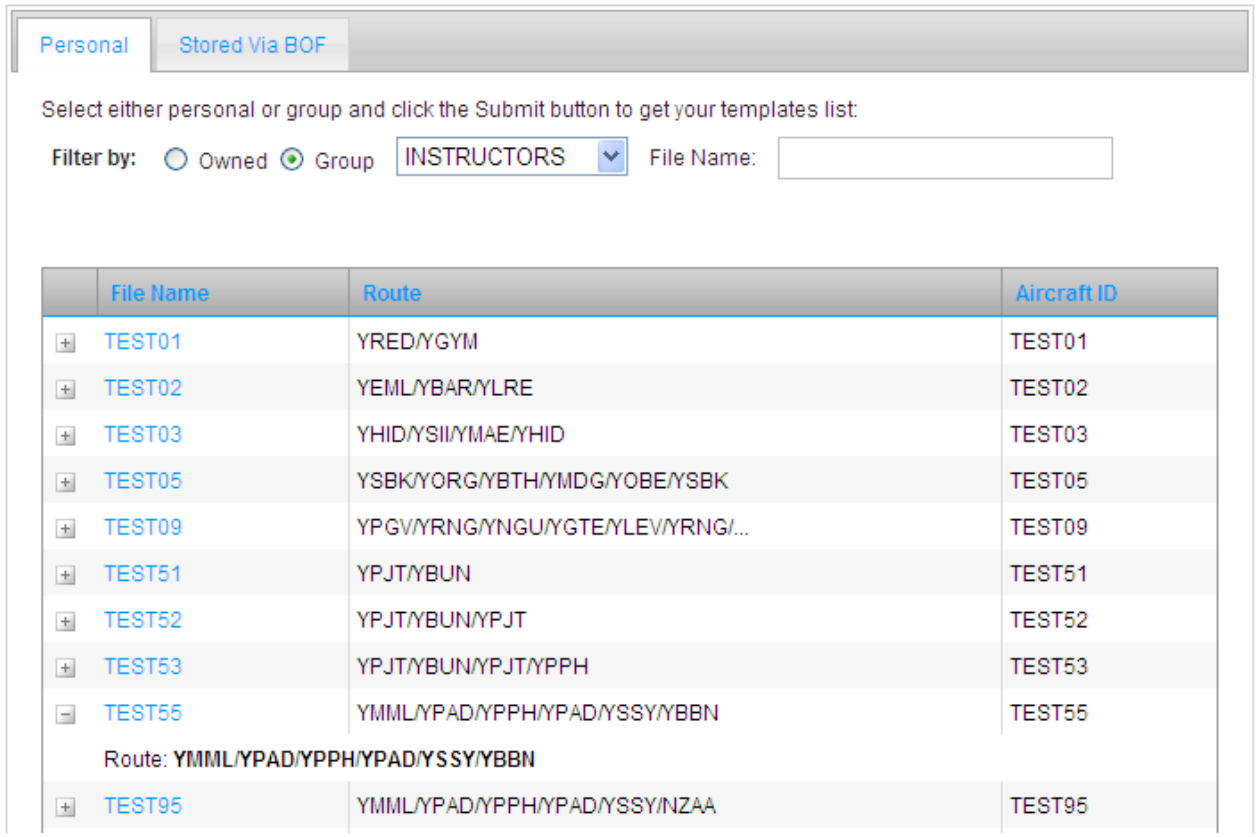
For accessing Flight Notifications that have been saved within the NAIPS Internet Service and stored as a personal flight notification or a group flight notification for groups to which you are a member.

Select Personal or choose a group to which you are a member and “Submit” to retrieve a list of stored Flight Notifications available.

Alternatively, if the File Name is known, enter that and “Submit” to retrieve the Flight Notification form with the saved information populating the relevant fields.



“Personal”	Select if the Flight Notification was saved as a personal Flight Notification
“Group”	Select to access the drop down menu of groups to which you are a member.
“Flight File Name”	Enter the flight File Name, if known
“Submit”	Refresh the Stored Flight Notification list with your selection, or to return the Flight Notification form if the File Name is used.



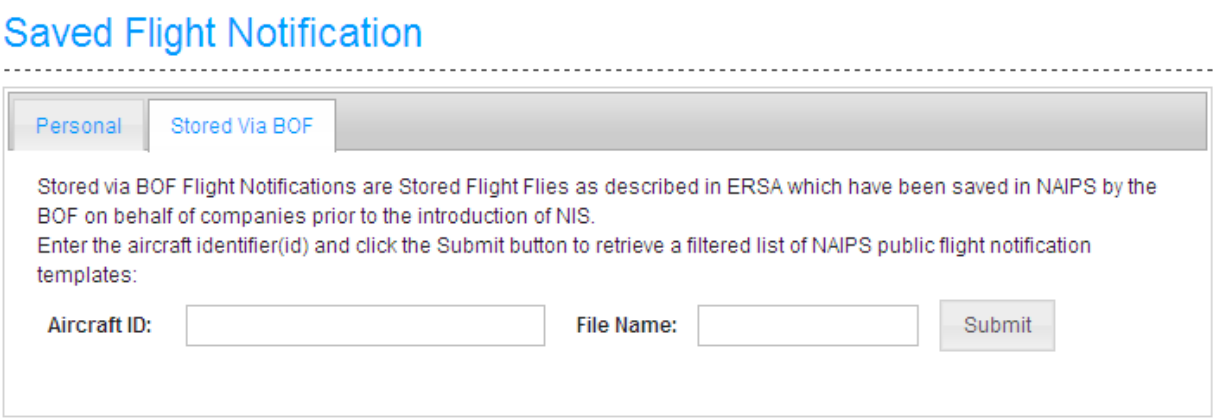
Select to show the expanded legs of the saved flight Notification

Stored via Bof

For accessing Flight notification that have previously been stored in NAIPS on your behalf by the Briefing Office.

After accessing the Flight notifications that have been “Stored via BOF”, they may be saved to your NAIPS Internet service account as either a personal template or allocated to a group by use of the “Save As” function.

Alternatively, they may remain on the NAIPS servers and be accessed by means of the “Stored via BOF” tab as required, however you will not be able to save changes to the stored flight notifications in this case.


Saved Flight Notification
Personal
Stored Via BOF
Stored via BOF Flight Notifications are Stored Flight Flies as described in ERSA which have been saved in NAIPS by the BOF on behalf of companies prior to the introduction of NIS.
Enter the aircraft identifier(id) and click the Submit button to retrieve a filtered list of NAIPS public flight notification templates:
Aircraft ID:
File Name:
Submit

“Aircraft ID” Enter the Aircraft ID if one has been saved in the Flight Notification

or

“File Name” Enter the flight File Name for the stored Flight Notification, if known

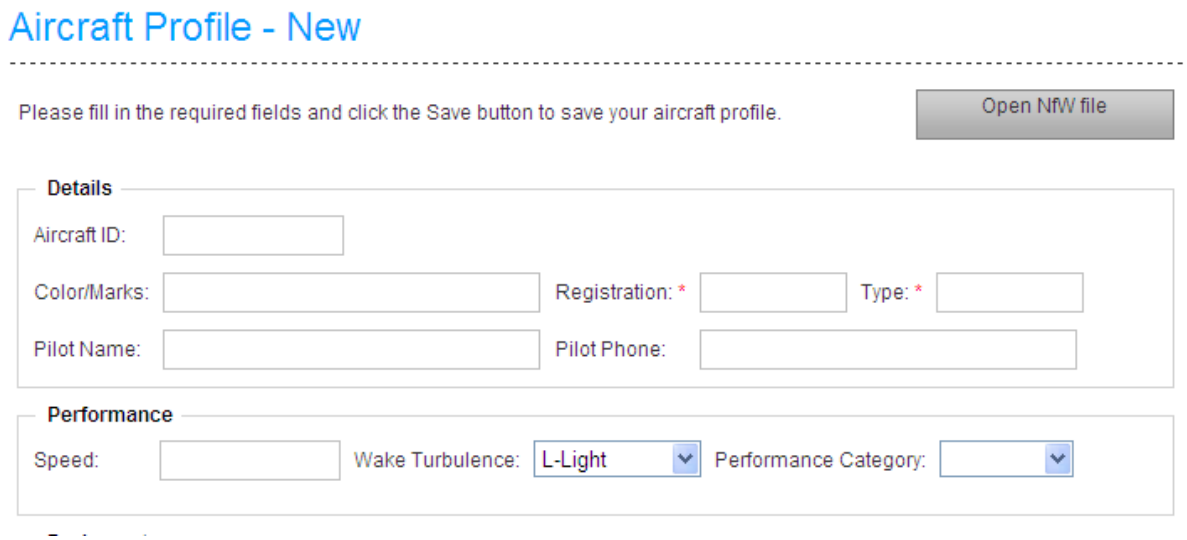
“Submit” If a File Name has been entered, will present a Flight Notification form with the saved information populating the relevant fields. If the Aircraft ID is entered, will present a list of Saved Flight Notifications available that have been stored using that Aircraft Identification.

5.5 AIP Flight Notification Form

This menu item allows the user to access a blank copy of both the front page and back page of an Australian Domestic Flight Notification form.

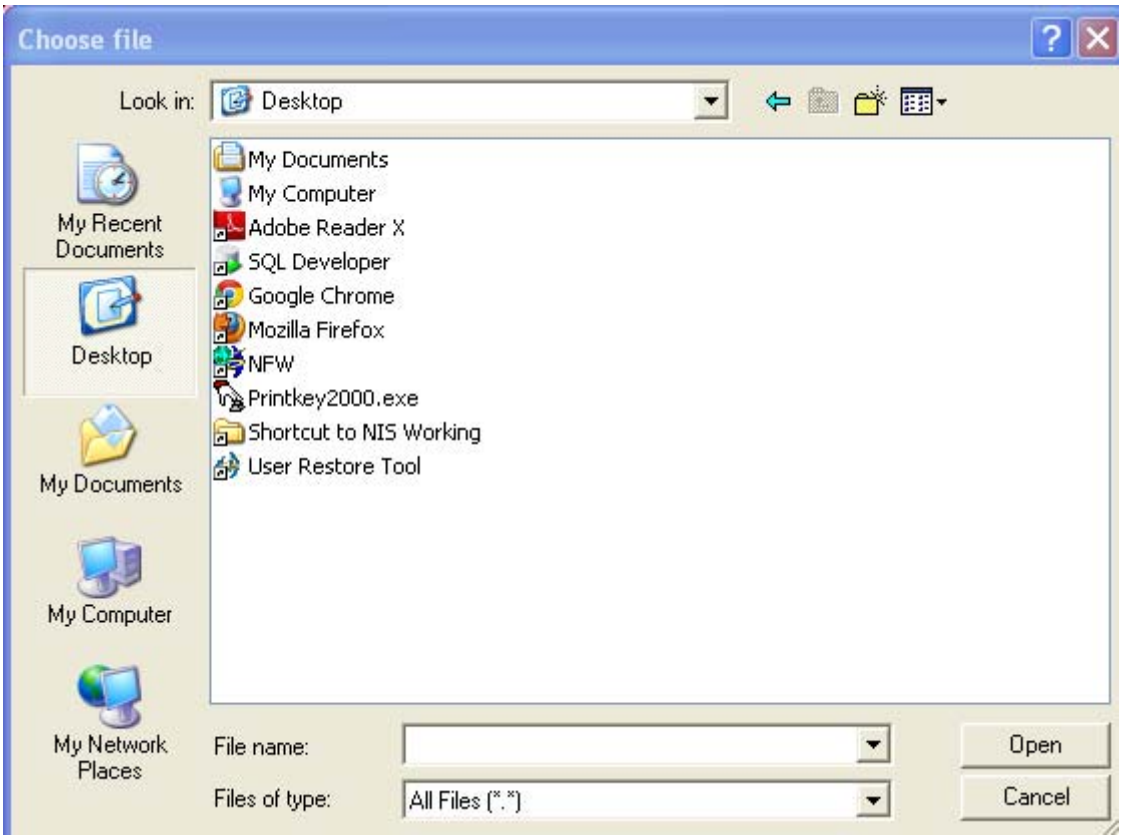
5.6 Aircraft Profile

Allows a user to create a template of default Aircraft information that can then be used in creating an ICAO Flight Notification.



* Entries marked with a red asterisk are mandatory fields and must be completed by entering appropriate information.

"Open Nfw file" For Flight files that have been previously saved to your local computer using NAIPS for Windows. This button will open a directory search on your local computer, which will allow you to navigate to templates stored on your computer.



“Aircraft ID”	Enter the aircraft identification, between 2 and 7 alpha-numeric characters For VH registered aircraft, enter the three letters after the prefix, unless the flight is proceeding outside of Australian airspace. e.g. VHZFR enter ZFR. For flight numbers and other approved call-signs, enter a maximum of 7 characters alpha-numeric. e.g. QFA611 For military flights, only approved identification abbreviations may be entered.
“Colour/Marks”	Enter the aircraft colour and any significant markings
“Registration”	Enter the full air registration with no spaces (e.g. VHABC)
“Type”	Enter the two to four letter ICAO Approved aircraft type abbreviation
“Pilot name”	Enter the name of the pilot in command
“Pilot phone”	Enter a phone number where you can be contacted
“Speed”	Enter the aircrafts True Air Speed

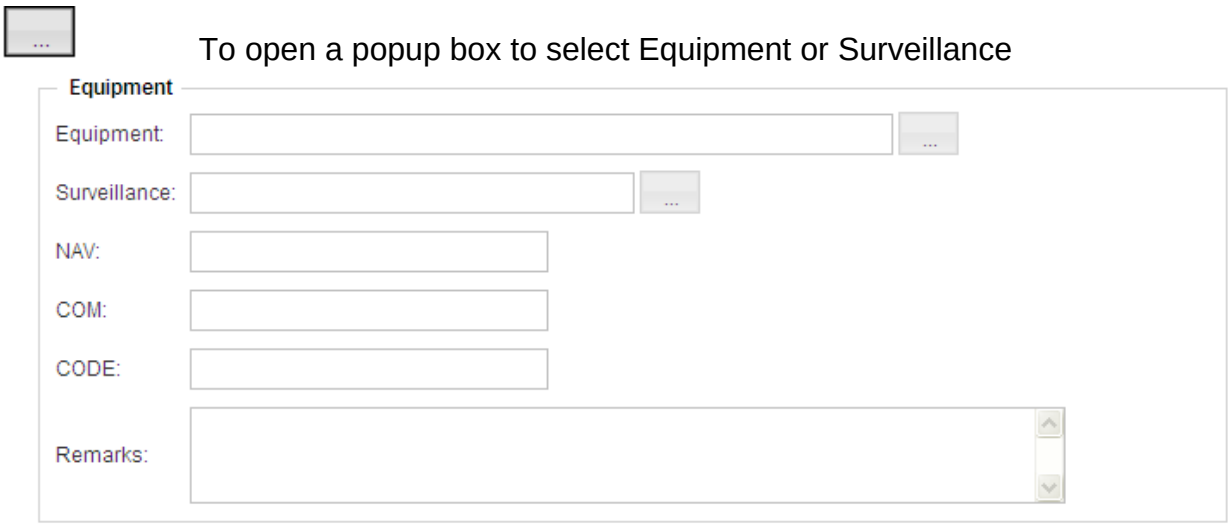
- N Knots expressed as N followed by four figures (e.g. N0200 = 200 knots)
- M Mach number expressed as M followed by three figures (e.g. M080 = Mach .80)

"Wake Turbulence" Enter the wake turbulence category of the aircraft *(Category as listed in AIP)*

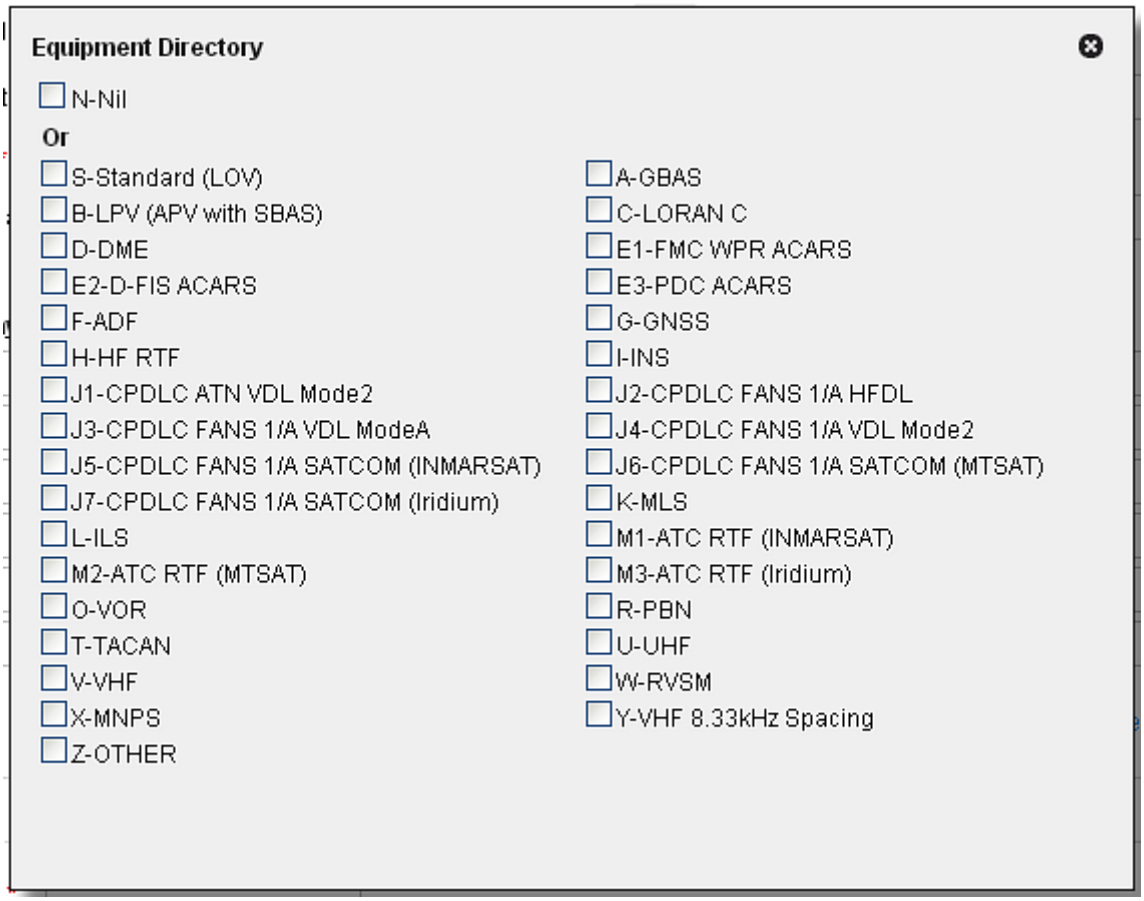
- L Light — Aircraft with a maximum takeoff mass of 7,000kg or less
- M Medium — Aircraft with a maximum takeoff mass of between 7,000kg and 136,000kg
- H Heavy — Aircraft with a maximum takeoff mass of 136,000kg or greater

"Performance Category"
Enter the aircraft performance category as specified in AIP/ENR

Equipment

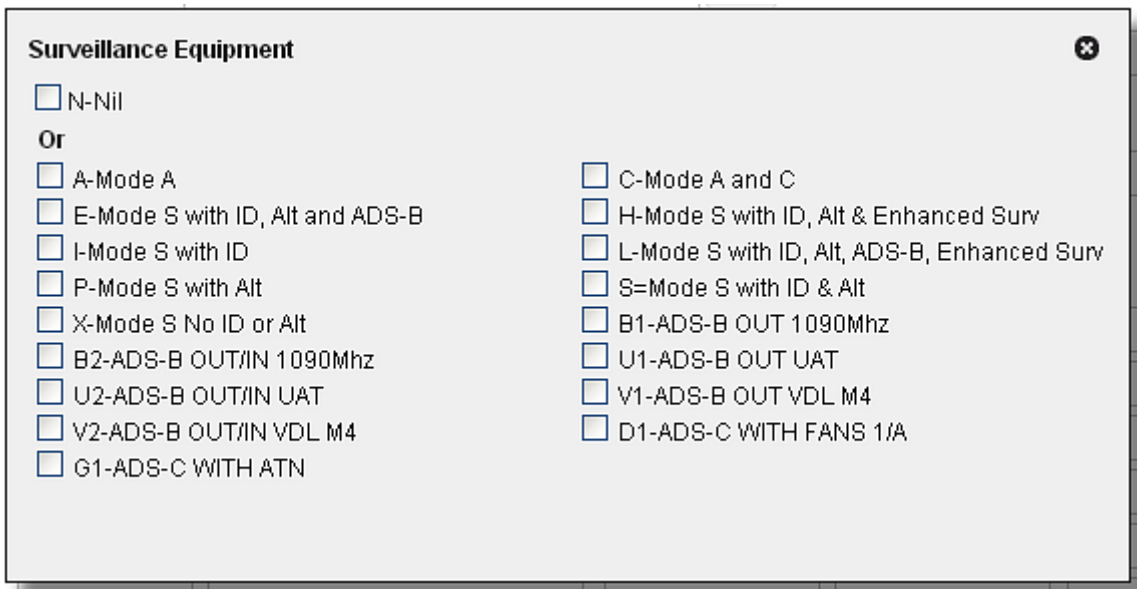


"Equipment" Select the appropriate Navigation and Communication equipment carried from the check boxes in this field.



Note: If equipment Z is indicated, provide further information in the “NAV” or “COM” section. If equipment G is indicated, provide further information in the “NAV” section

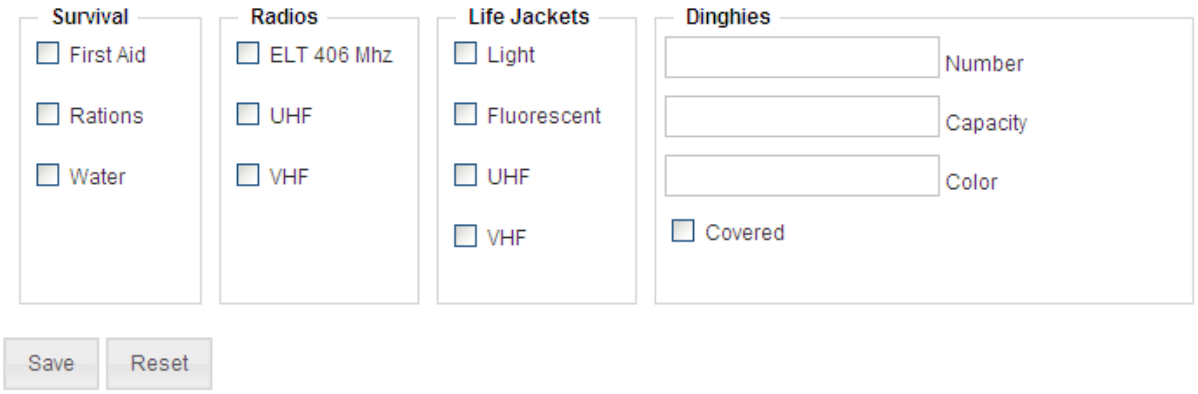
“Surveillance” Select the appropriate Surveillance equipment from the check boxes in this field


Surveillance Equipment
N-Nil
Or
A-Mode A
E-Mode S with ID, Alt and ADS-B
I-Mode S with ID
P-Mode S with Alt
X-Mode S No ID or Alt
B2-ADS-B OUT/IN 1090Mhz
U2-ADS-B OUT/IN UAT
V2-ADS-B OUT/IN VDL M4
G1-ADS-C WITH ATN
C-Mode A and C
H-Mode S with ID, Alt & Enhanced Surv
L-Mode S with ID, Alt, ADS-B, Enhanced Surv
S=Mode S with ID & Alt
B1-ADS-B OUT 1090Mhz
U1-ADS-B OUT UAT
V1-ADS-B OUT VDL M4
D1-ADS-C WITH FANS 1/A

“NAV” Enter significant changes to Navigation equipment and this has been indicated by Z or G in the equipment field. e.g. RNAV5

“COM”	Enter significant changes relating to communication equipment and this has been indicated by Z in the equipment field. e.g. HF3452
“CODE”	Enter the ICAO 24 bit address of the aircraft (Mode S code)
“Remarks”	Enter plain language remarks that are relevant to Air Traffic Services

Supplementary

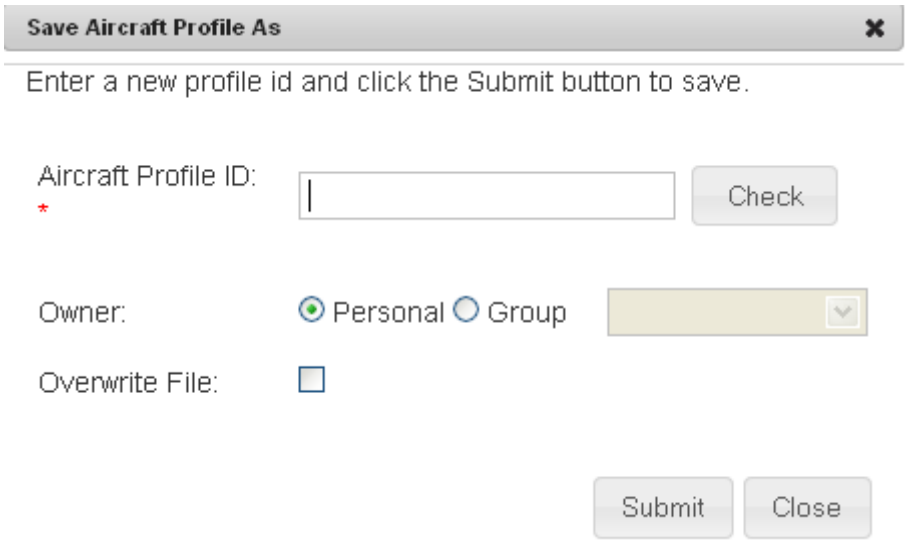


Survival
Radios
Life Jackets

Tick the appropriate emergency items carried

Dinghies

“Number”	Specify the number of dinghies carried. If one or more dinghies is carried, complete the following information
“Capacity”	Enter a number signifying the total capacity of all dinghies
“Color”	Enter the color of the dinghy / dinghies
“Covered”	Tick this box is the dinghy / dinghies are covered
“Save”	Save the Aircraft Profile



“Aircraft Profile Id” Enter a name to save the Profile as

“Check” To see if the profile Name is currently in use

“Owner” Select “Personal” to save the template to your personal account. Select Group and choose a group name to make this available to all members of that group.

“Overwrite File” Tick if altering a previously saved aircraft profile

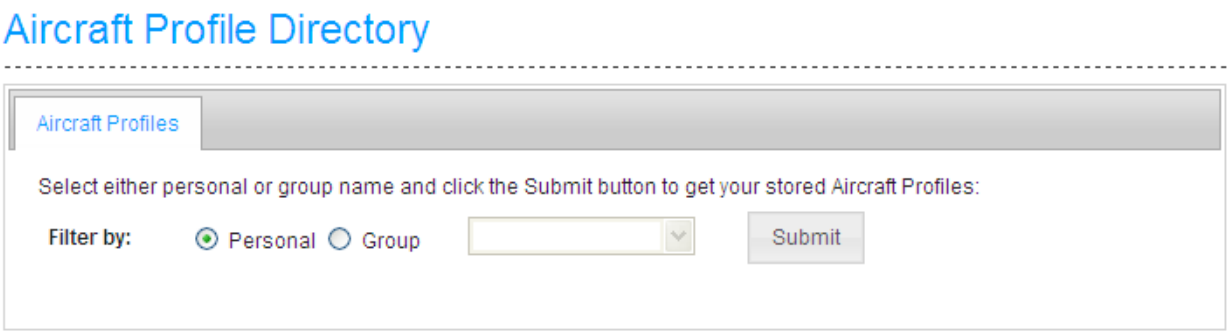
“Submit” Save the Aircraft profile

“Close” Do not save and return to the Aircraft profile form

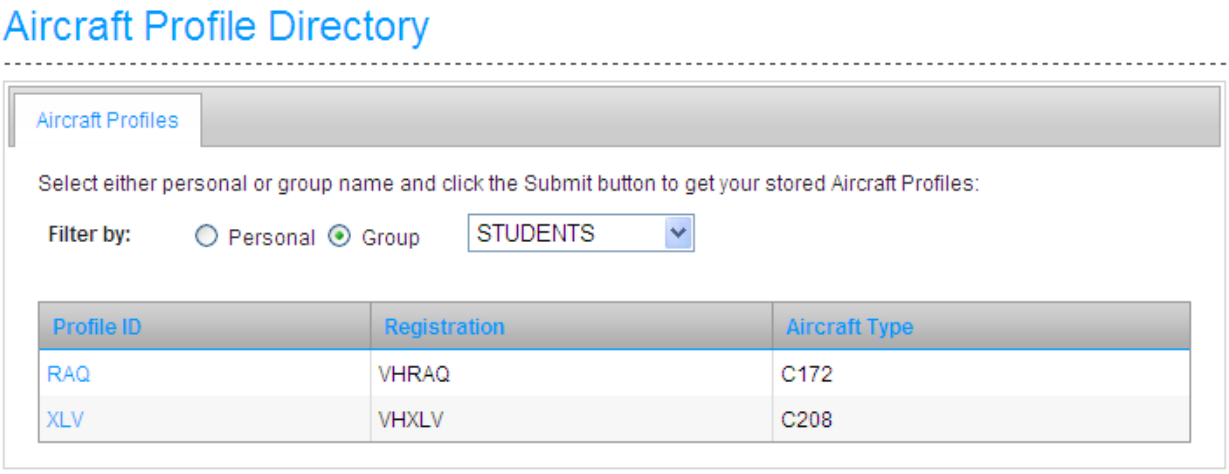
“Reset” Clear the details on the form

5.7 Aircraft Profile Directory

Provides a list of saved aircraft profiles that can be used for flight notification purposes.



“Personal”	Select if the Aircraft profile was saved as Personal aircraft profile.
“Group”	Select if the Aircraft profile was saved to a group which you are a member. This will allow access to the drop down menu to select the group name
“Submit”	Retrieve a list of Aircraft profiles

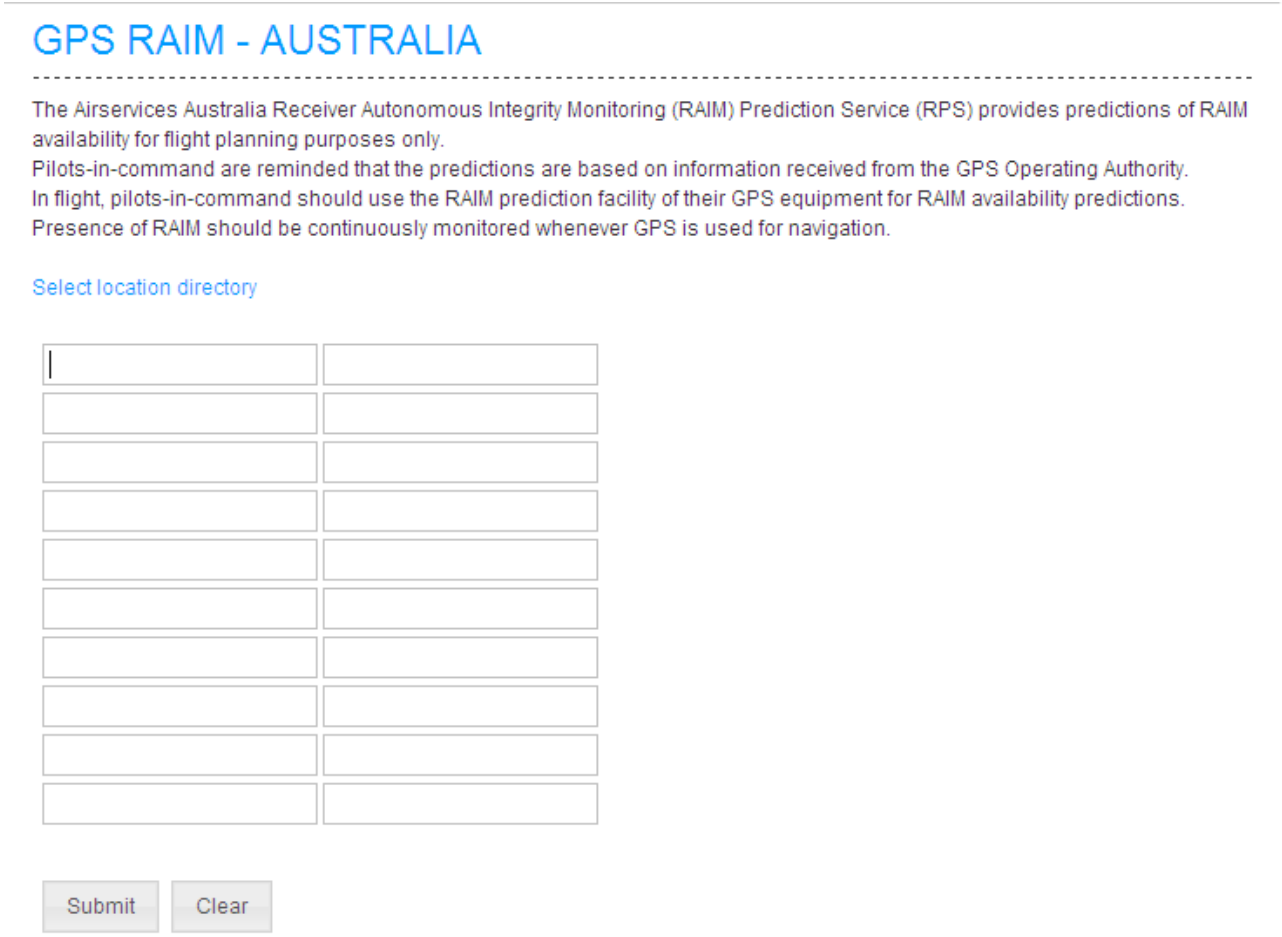


The Aircraft profile can be accessed by clicking on the Profile ID of corresponding file. This will open the Aircraft Profile for amendment or viewing.

6. GPS RAIM Availability

Information derived from the Airservices Australia Receiver Autonomous Integrity Monitoring (RAIM) Prediction Service (RPS) is available and provides predictions of RAIM availability for flight planning purposes.

6.1 Australia


GPS RAIM - AUSTRALIA
The Airservices Australia Receiver Autonomous Integrity Monitoring (RAIM) Prediction Service (RPS) provides predictions of RAIM availability for flight planning purposes only.
Pilots-in-command are reminded that the predictions are based on information received from the GPS Operating Authority.
In flight, pilots-in-command should use the RAIM prediction facility of their GPS equipment for RAIM availability predictions.
Presence of RAIM should be continuously monitored whenever GPS is used for navigation.
Select location directory
Submit
Clear

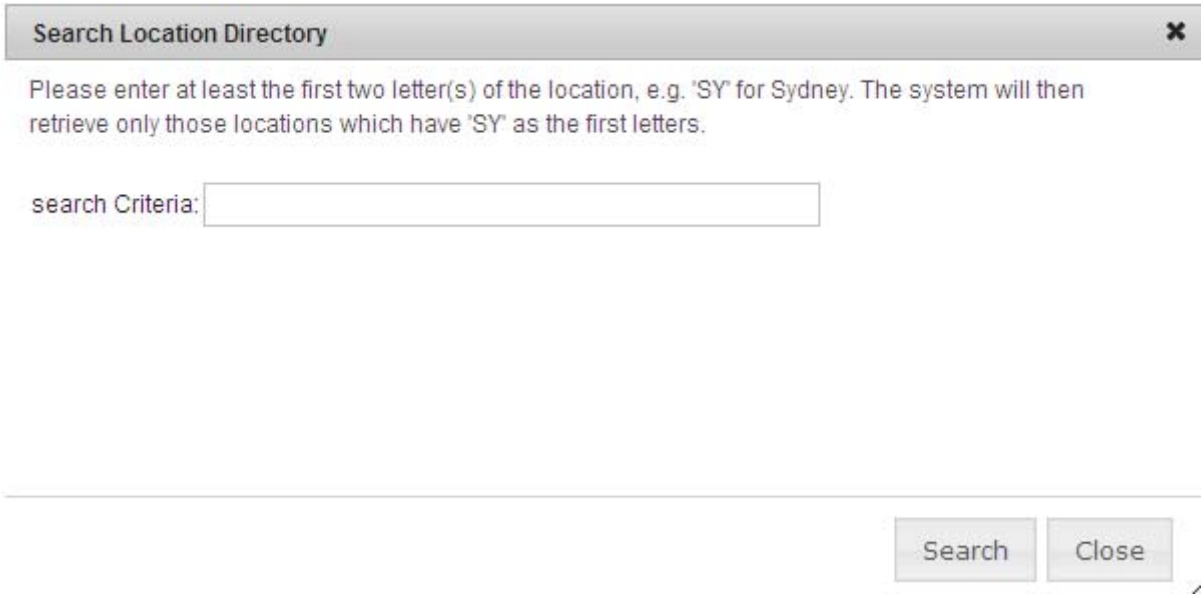
Enter up to twenty (20) location codes. Locations in all areas can be entered in any of the following formats

- Full name (Brisbane)
- ICAO four letter designator (YBBN)
- Navaid Identifier (BN)

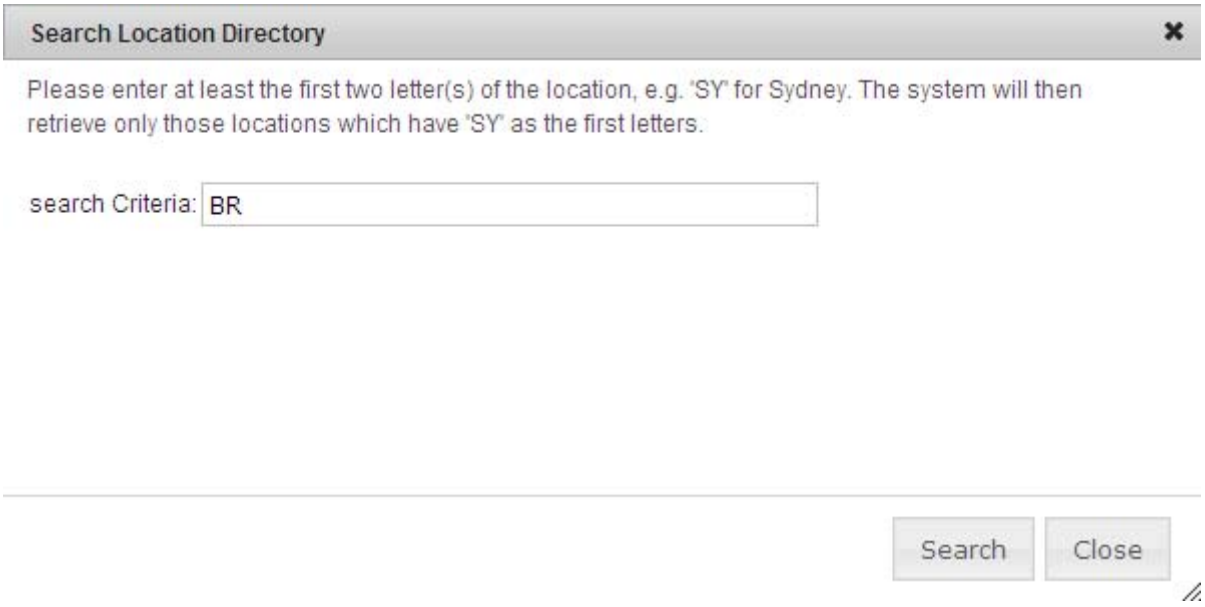
“Submit” Submit the GPSRAIM request

“Clear” Clear information on the current form

“Select Location Directory”
Generates the location search function to allow you to find an approved location code.

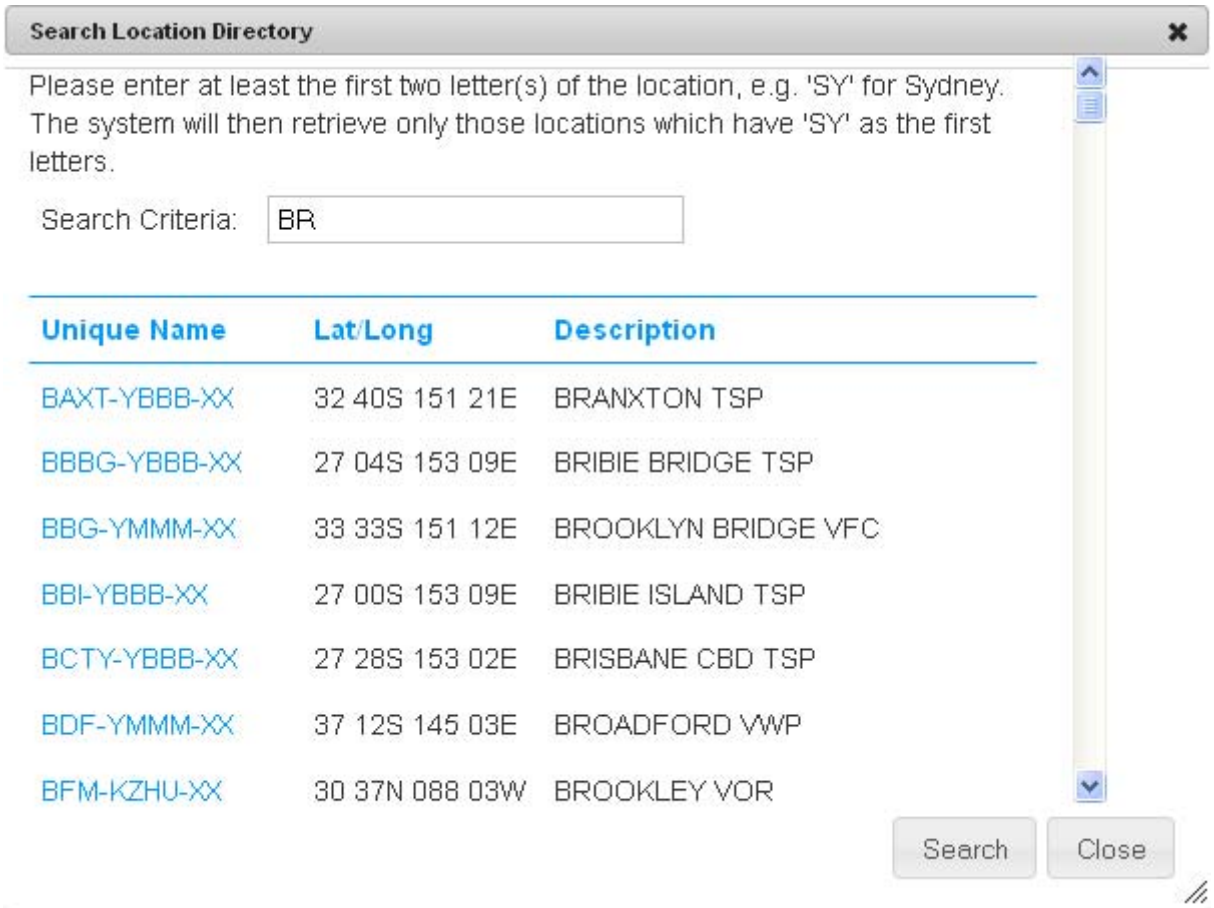

Search Location Directory
Please enter at least the first two letter(s) of the location, e.g. 'SY' for Sydney. The system will then retrieve only those locations which have 'SY' as the first letters.
search Criteria:
Search
Close

Enter at least two letters of the location that you are searching for


Search Location Directory
Please enter at least the first two letter(s) of the location, e.g. 'SY' for Sydney. The system will then retrieve only those locations which have 'SY' as the first letters.
search Criteria: BR
Search
Close

“Search” To generate a list of locations matching your search

“Close” Return to the GPS RAIM Briefing form



This list allows you to scroll through the search records and click on the location that you require.

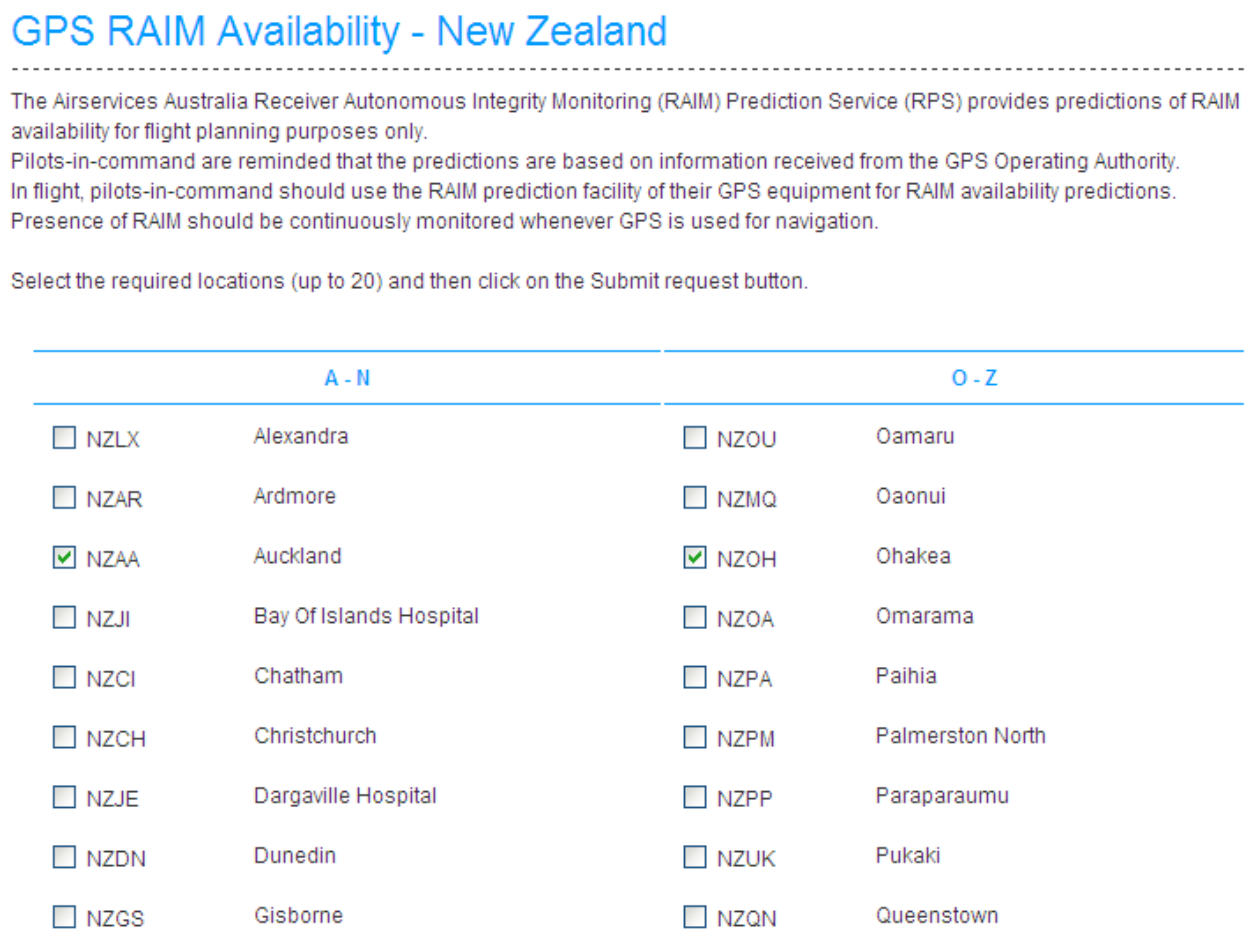
Clicking on the location will add that code to your GPS RAIM Briefing form

The Search Location Directory form remains open, allowing you to search for a new location code.

Enter at least 2 letters of the next location you are searching and press “Search” again.

“Close” Return to the GPS RAIM Briefing form

6.2 New Zealand

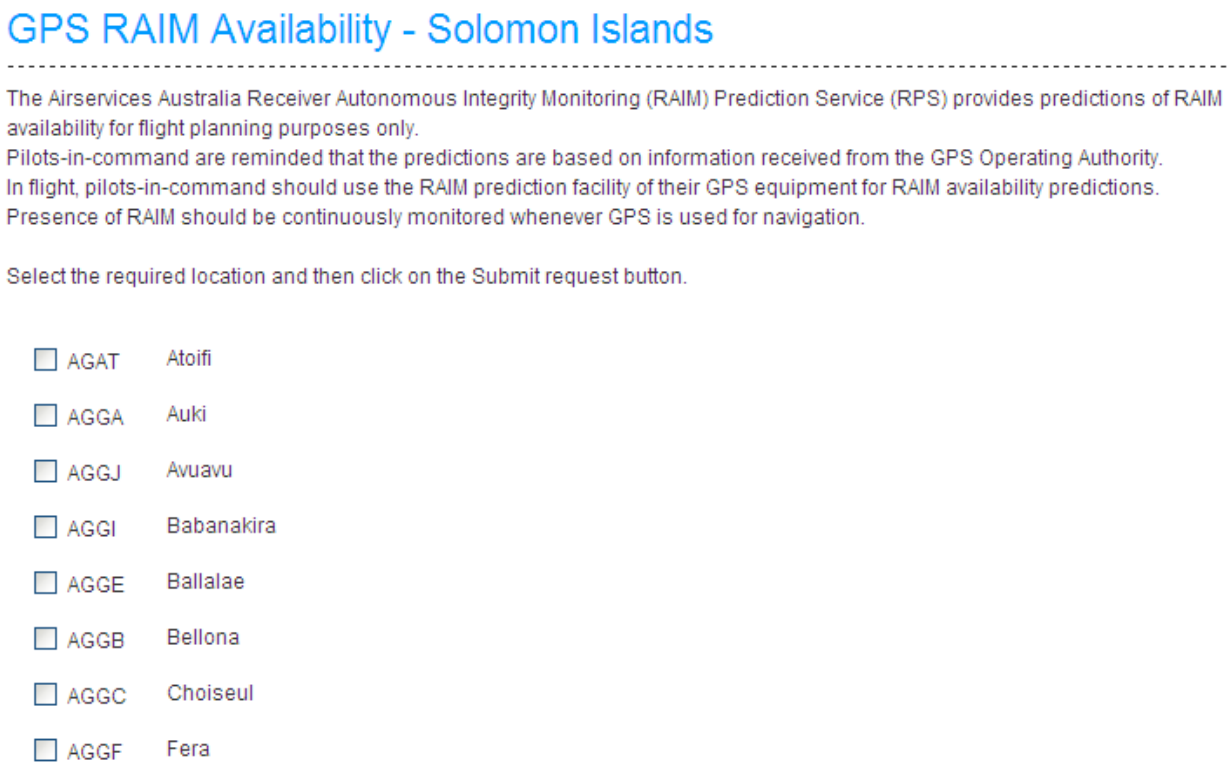

GPS RAIM Availability - New Zealand
The Airservices Australia Receiver Autonomous Integrity Monitoring (RAIM) Prediction Service (RPS) provides predictions of RAIM availability for flight planning purposes only.
Pilots-in-command are reminded that the predictions are based on information received from the GPS Operating Authority.
In flight, pilots-in-command should use the RAIM prediction facility of their GPS equipment for RAIM availability predictions.
Presence of RAIM should be continuously monitored whenever GPS is used for navigation.
Select the required locations (up to 20) and then click on the Submit request button.
A - N
O - Z
NZLX Alexandra
NZAR Ardmore
NZAA Auckland
NZJI Bay Of Islands Hospital
NZCI Chatham
NZCH Christchurch
NZJE Dargaville Hospital
NZDN Dunedin
NZGS Gisborne
NZOU Oamaru
NZMQ Oaonui
NZOH Ohakea
NZOA Omarama
NZPA Paihia
NZPM Palmerston North
NZPP Paraparaumu
NZUK Pukaki
NZQN Queenstown

Select up twenty (20) locations by ticking the check box beside the required locations.

“Submit” Submit the GPSRAIM request

“Clear” Clear information on the current form

6.3 Solomon Islands

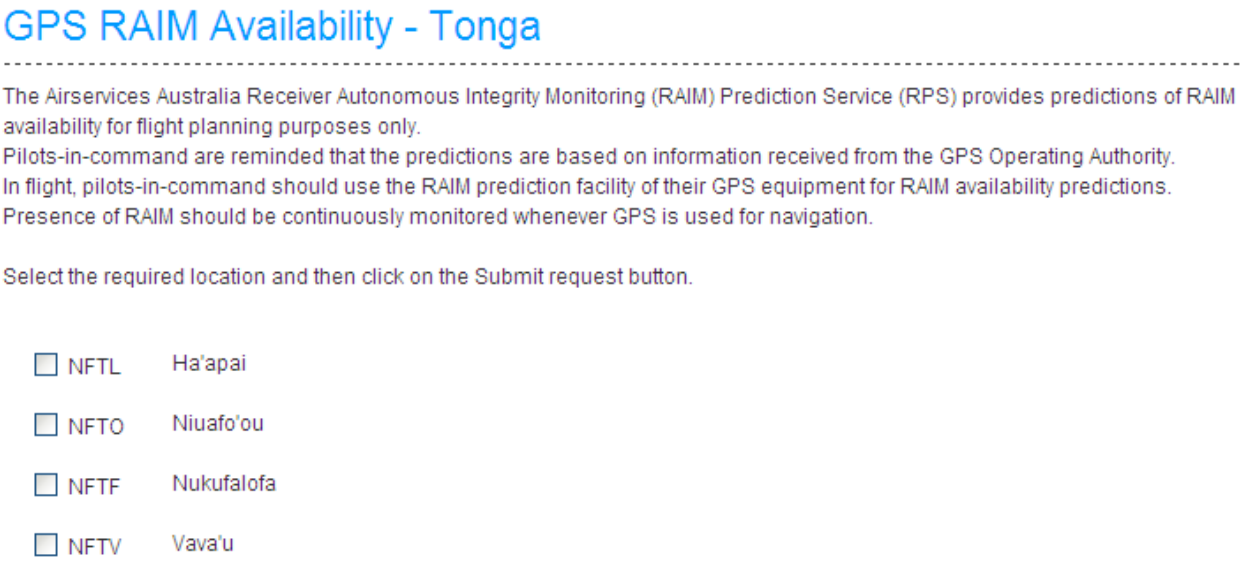

GPS RAIM Availability - Solomon Islands
The Airservices Australia Receiver Autonomous Integrity Monitoring (RAIM) Prediction Service (RPS) provides predictions of RAIM availability for flight planning purposes only.
Pilots-in-command are reminded that the predictions are based on information received from the GPS Operating Authority.
In flight, pilots-in-command should use the RAIM prediction facility of their GPS equipment for RAIM availability predictions.
Presence of RAIM should be continuously monitored whenever GPS is used for navigation.
Select the required location and then click on the Submit request button.
AGAT Atoifi
AGGA Auki
AGGJ Avuavu
AGGI Babanakira
AGGE Ballalae
AGGB Bellona
AGGC Choiseul
AGGF Fera

Select the required locations by ticking the check box beside the required locations.

“Submit” Submit the GPSRAIM request

“Clear” Clear information on the current form

6.4 Tonga


GPS RAIM Availability - Tonga
The Airservices Australia Receiver Autonomous Integrity Monitoring (RAIM) Prediction Service (RPS) provides predictions of RAIM availability for flight planning purposes only.
Pilots-in-command are reminded that the predictions are based on information received from the GPS Operating Authority.
In flight, pilots-in-command should use the RAIM prediction facility of their GPS equipment for RAIM availability predictions.
Presence of RAIM should be continuously monitored whenever GPS is used for navigation.
Select the required location and then click on the Submit request button.
NFTL Ha'apai
NFTO Niuafo'ou
NFTF Nukufalofa
NFTV Vava'u

Select the required locations by ticking the check box beside the required locations.

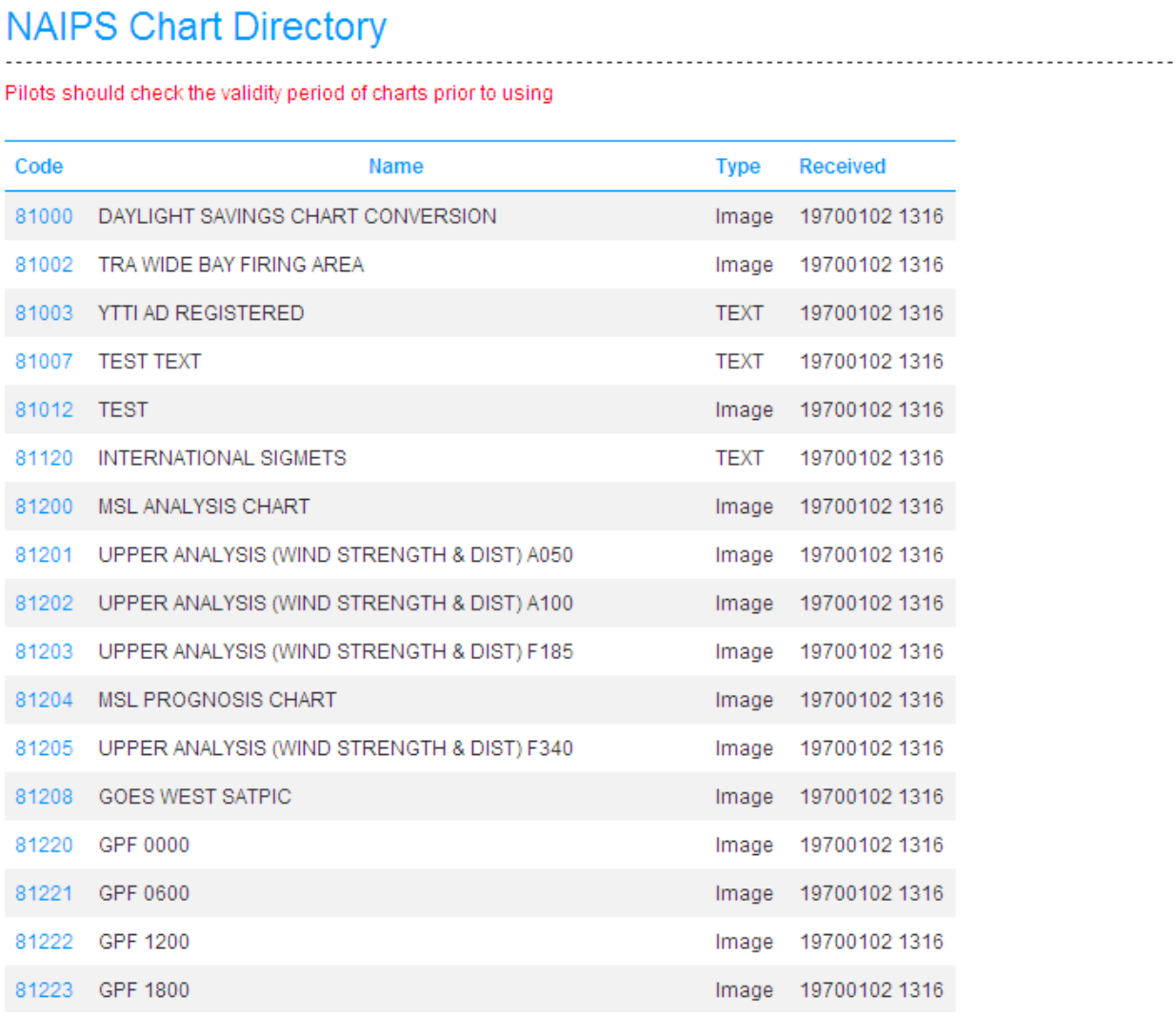
“Submit” Submit the GPSRAIM request

“Clear” Clear information on the current form

7. Charts

NAIPS provides a number of Meteorological charts that are available for download and printing.

7.1 Chart Directory


NAIPS Chart Directory

Pilots should check the validity period of charts prior to using

Code	Name	Type	Received
81000	DAYLIGHT SAVINGS CHART CONVERSION	Image	19700102 1316
81002	TRA WIDE BAY FIRING AREA	Image	19700102 1316
81003	YTTI AD REGISTERED	TEXT	19700102 1316
81007	TEST TEXT	TEXT	19700102 1316
81012	TEST	Image	19700102 1316
81120	INTERNATIONAL SIGMETS	TEXT	19700102 1316
81200	MSL ANALYSIS CHART	Image	19700102 1316
81201	UPPER ANALYSIS (WIND STRENGTH & DIST) A050	Image	19700102 1316
81202	UPPER ANALYSIS (WIND STRENGTH & DIST) A100	Image	19700102 1316
81203	UPPER ANALYSIS (WIND STRENGTH & DIST) F185	Image	19700102 1316
81204	MSL PROGNOSIS CHART	Image	19700102 1316
81205	UPPER ANALYSIS (WIND STRENGTH & DIST) F340	Image	19700102 1316
81208	GOES WEST SATPIC	Image	19700102 1316
81220	GPF 0000	Image	19700102 1316
81221	GPF 0600	Image	19700102 1316
81222	GPF 1200	Image	19700102 1316
81223	GPF 1800	Image	19700102 1316

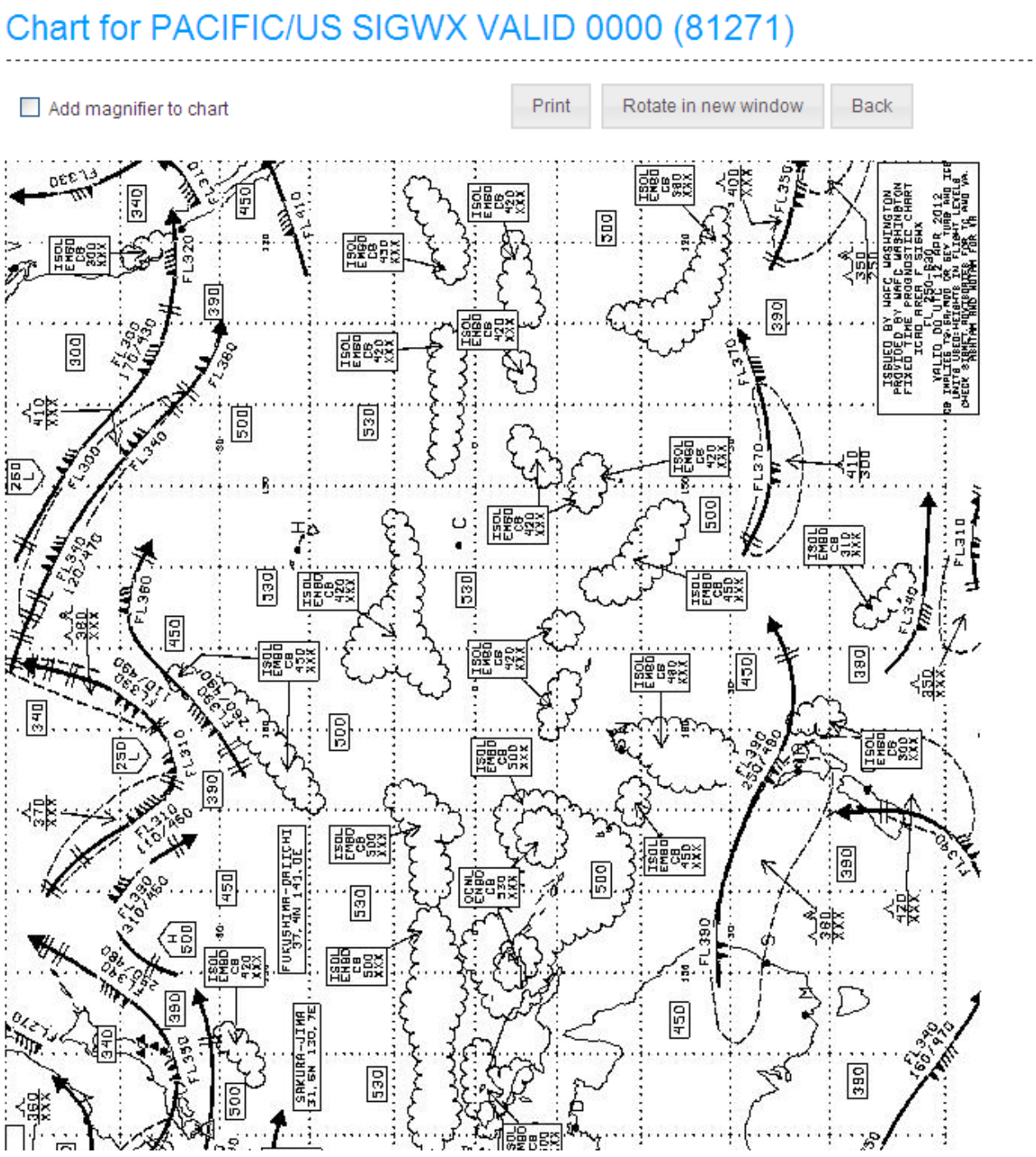
“Code” AVFAX Product code for the associated chart

“Name” Brief description of the chart

“Type” Format of the chart “Image” or “Text”

“Received” Time chart stored in NAIPS

Click on the code number for the required chart to make if available for viewing and printing



Add magnifier to chart Tick to access a magnifier utility that allows sections of the chart to be viewed in more detail.

"Print" Open the printer dialog box

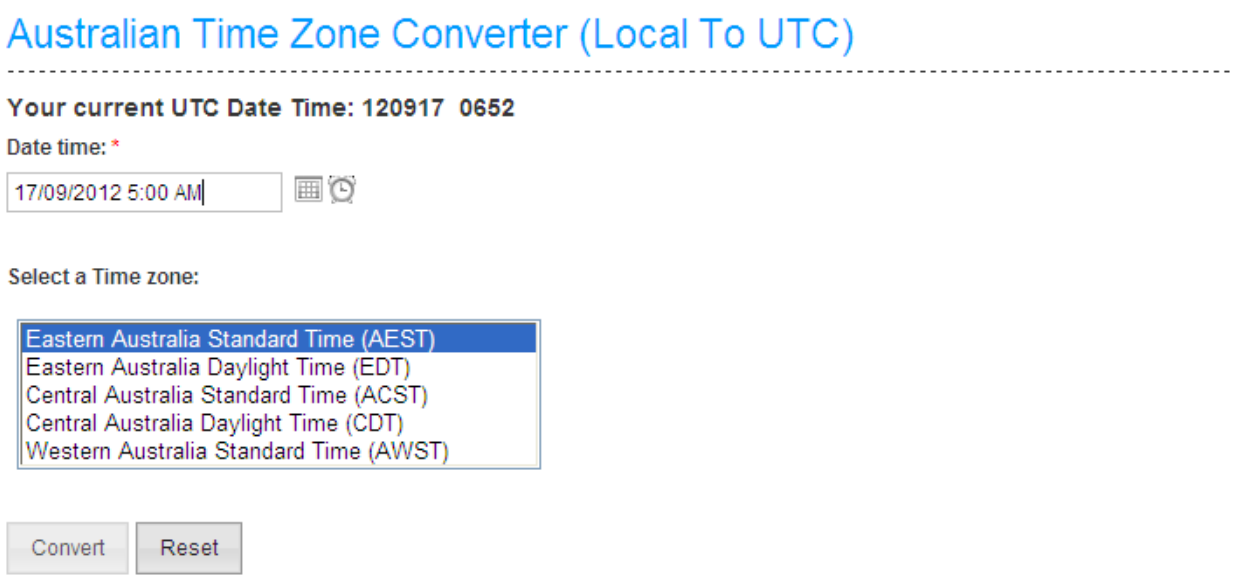
"Rotate in new window" Change the orientation of the Chart for ease of viewing

"Back" Close the chart and return to the Chart directory

8. Other Services

8.1 Time Zone Converter

Utility to convert a local Date / Time for various time zones within Australia to a Date / Time (UTC)

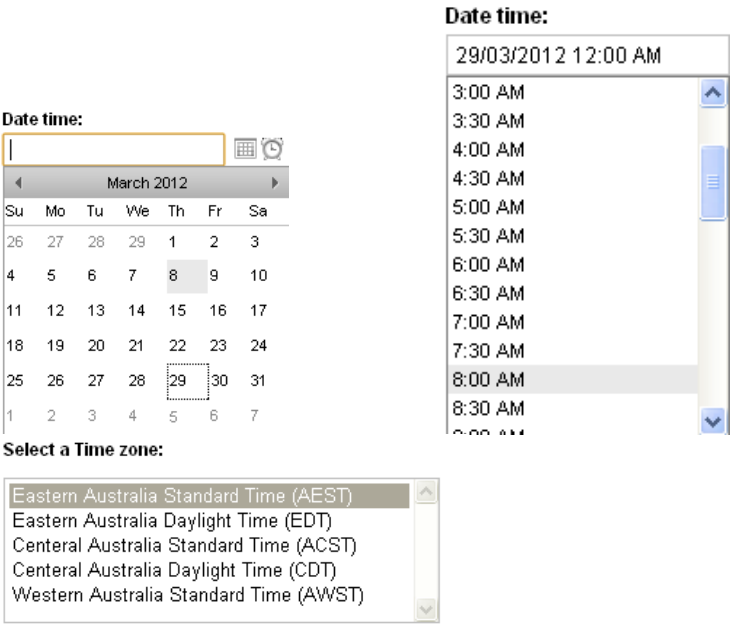

Australian Time Zone Converter (Local To UTC)
Your current UTC Date Time: 120917 0652
Date time: *
17/09/2012 5:00 AM
Select a Time zone:
Eastern Australia Standard Time (AEST)
Eastern Australia Daylight Time (EDT)
Central Australia Standard Time (ACST)
Central Australia Daylight Time (CDT)
Western Australia Standard Time (AWST)
Convert
Reset

”Date time” Select a date and time using the calendar icon to import a date and the clock icon to select a local time.

Select the date from the calendar control. Click on the date you require. The current local date is highlighted.

Select the local time that you wish to convert using the clock control drop down menu

Select the time zone that the local time you wish to convert is within



”Convert” Calculate the Date / Time (UTC)

“Reset” Clear the information you have entered on this form

8.2 Moon rise/Moon set

Link to the Australian Government Geoscience Australia website

http://www.ga.gov.au/geodesy/astro/moonrise.jsp

enabling calculation for Moon rise and Moon set at different locations

9. Documents and Downloads

9.1 About NAIPS

A brief introduction to NAIPS and the services available to a NAIPS registered user.

9.2 User Manual

Link to the NAIPS Internet Service user documentation.

9.3 Getting Started Guide

Link to the NAIPS Internet Service Getting Started Guide.

9.4 Frequently Asked Questions

Link to the NAIPS Internet Service FAQ.

9.5 Aircraft Type Designators

Link to the ICAO Aircraft type designators site.

9.6 Operational Documentation (AIP, ERSA, DAH etc)

Link to the Airservices Aeronautical Information package online material and publications

9.7 Local Time to UTC Conversion Chart

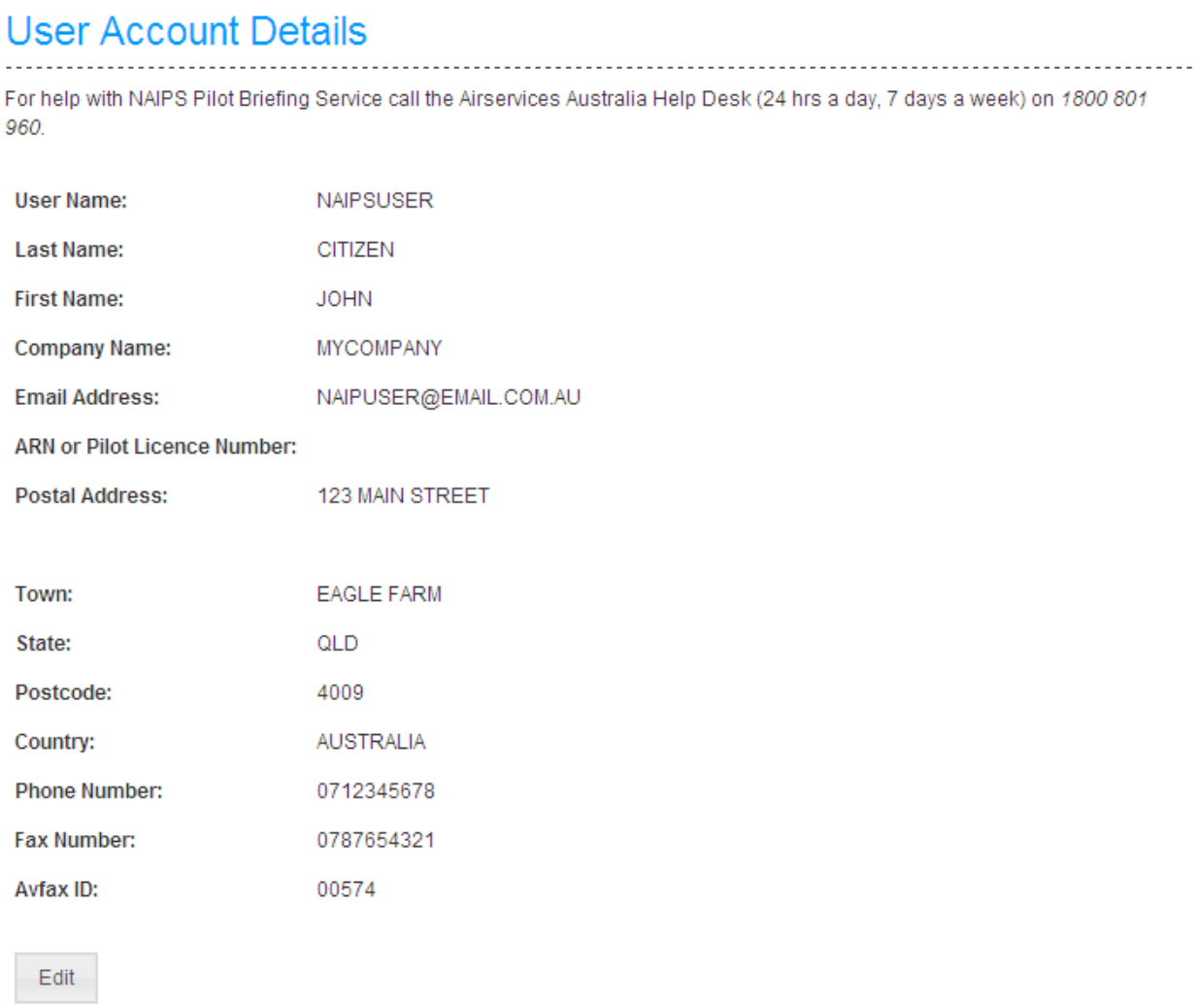
Link to a table of Australian Local Times to UTC.

9.8 CASA Visual Pilot Guides

CASA make available a number of Visual Pilot guides for the former GAAP locations. The Visual Pilot guides are available from this link

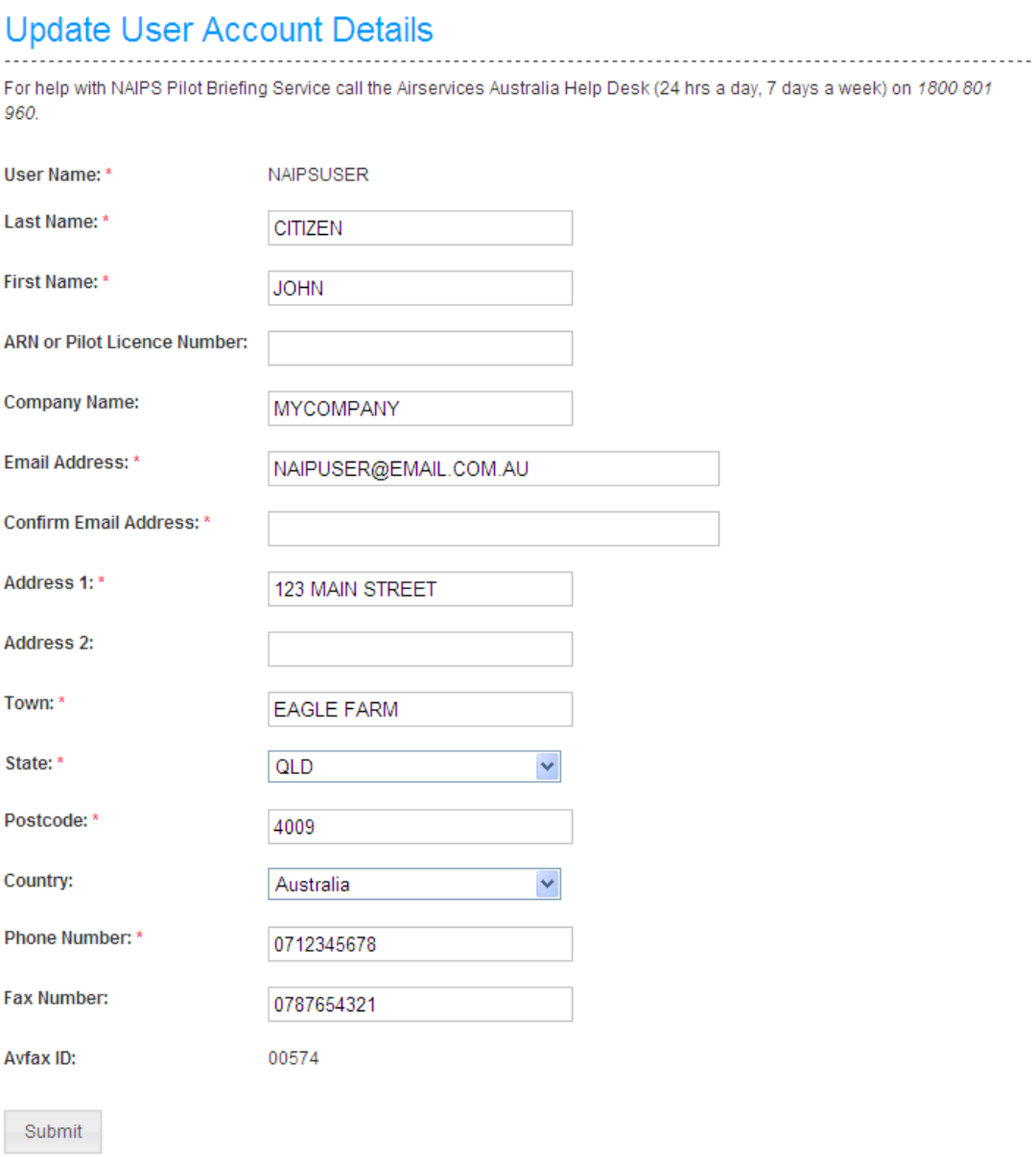
10. Account Management

10.1 View Account


User Account Details
For help with NAIPS Pilot Briefing Service call the Airservices Australia Help Desk (24 hrs a day, 7 days a week) on 1800 801 960.
User Name: NAIPSUSER
Last Name: CITIZEN
First Name: JOHN
Company Name: MYCOMPANY
Email Address: NAIPUSER@EMAIL.COM.AU
ARN or Pilot Licence Number:
Postal Address: 123 MAIN STREET
Town: EAGLE FARM
State: QLD
Postcode: 4009
Country: AUSTRALIA
Phone Number: 0712345678
Fax Number: 0787654321
Avfax ID: 00574
Edit

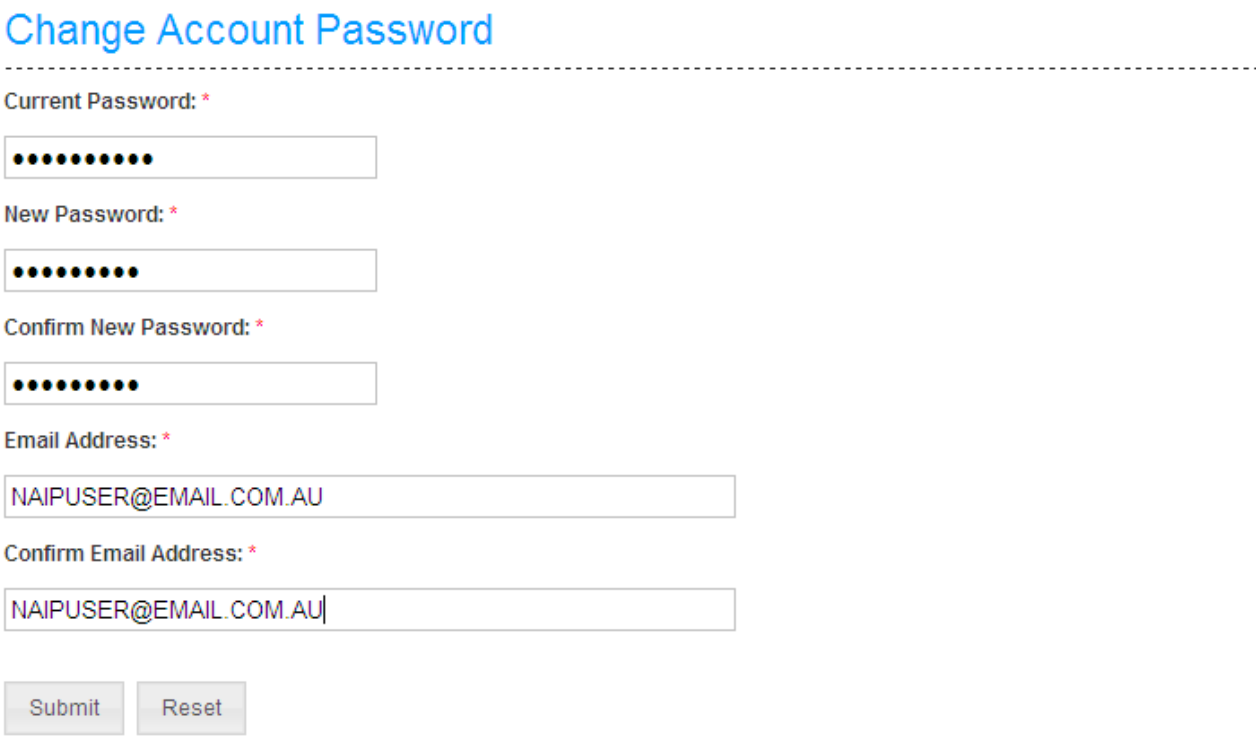
"Edit" Opens the Update User Account Details form for amendment of registration details.

10.2 Update Account



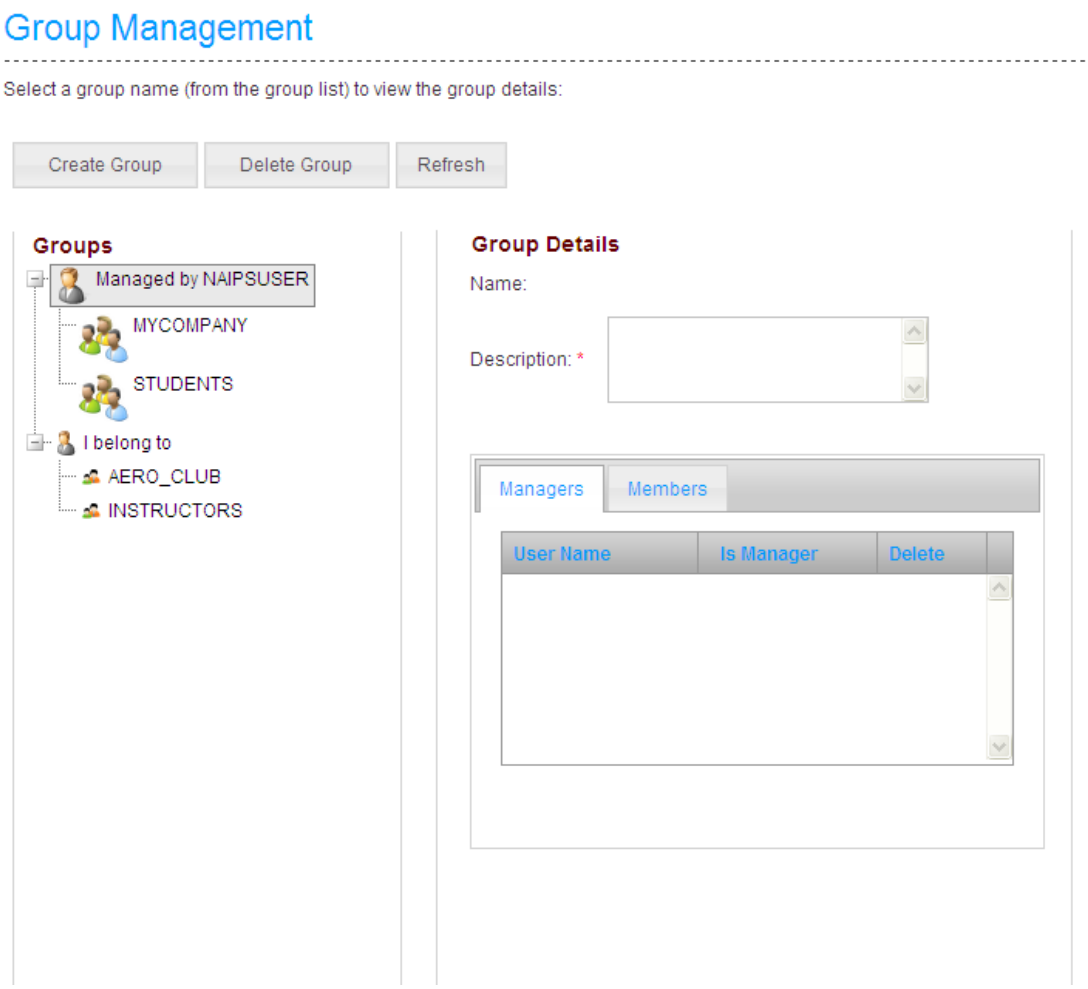
"Submit" Save changes made to the User account details

10.3 Change Password



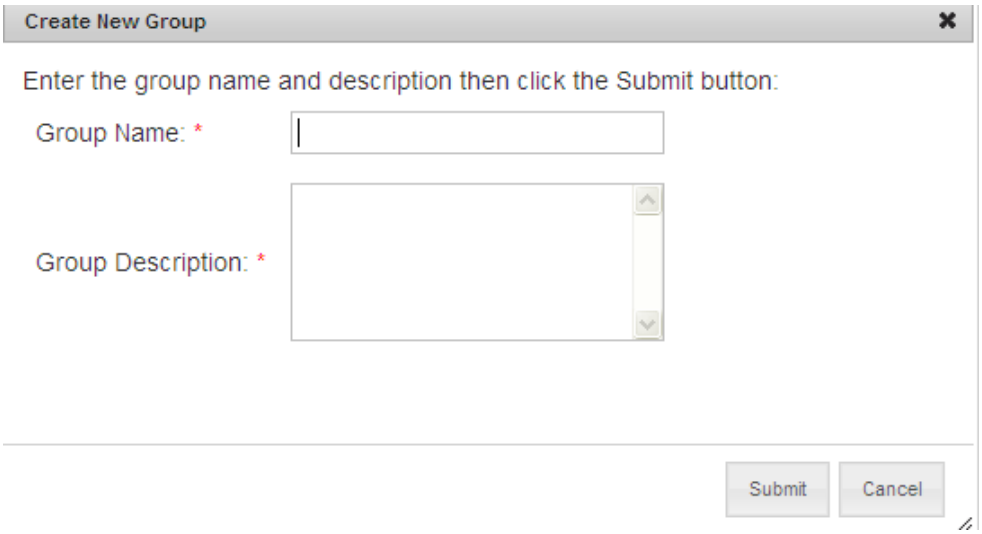
*	Entries marked with a red asterisk are mandatory fields and must be completed by entering appropriate information. • Enter your Current Password • Enter your New Password • Confirm New Password • Enter your email address (confirmation will be sent to this address) • Confirm your email address
“Submit”	Save the new password and email address
“Reset”	Clear information on the current form

10.4 Create and Manage Groups



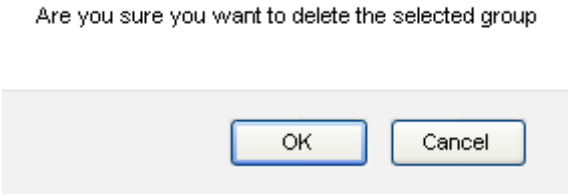
Groups

“Create Group” Create a new Group (you will be set as manager of the new group by default)



“Group Name”	Up to twenty (20) alphanumeric characters, no spaces
“Group Description”	Free text information about the group
“Submit”	Save the information and create the new group
“Cancel”	Close the current form without saving the information and return to the Group Management page
“Delete Group”	Delete a group (you can only delete groups which are managed by you)

You will receive the following prompt to confirm that the group should be deleted.



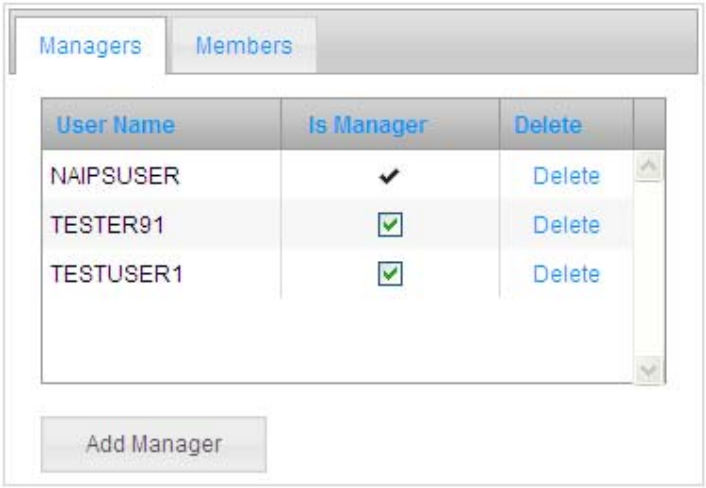
“Ok”	Delete the group
“Cancel”	Cancel deletion of the group and return to Group Management page.

Group Details

“Name”	Group name (cannot be edited)
“Description”	Free text information about the group

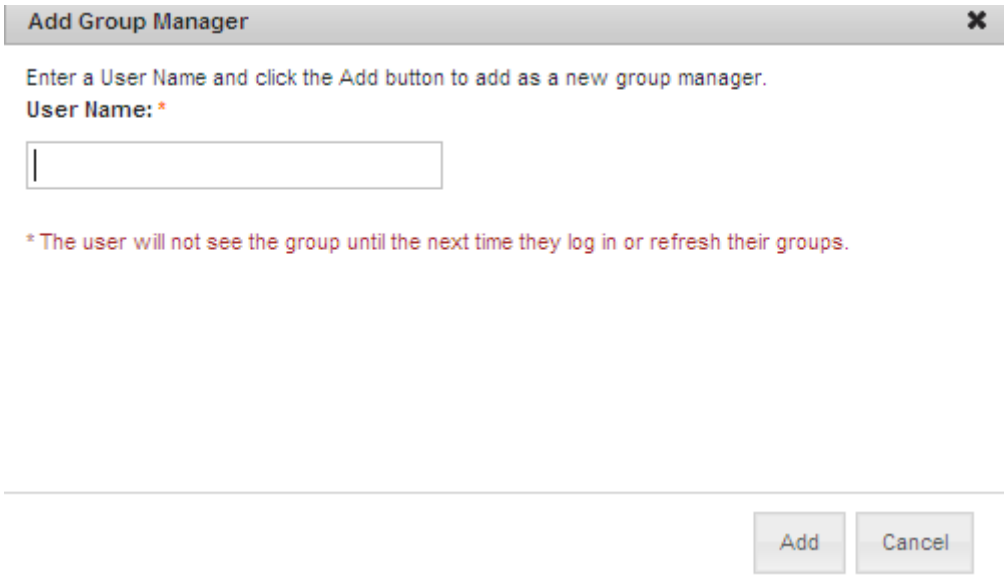
“Update Description” Saves text entered in the Description field

Managers



Lists members by User Name who have been made Managers of the group

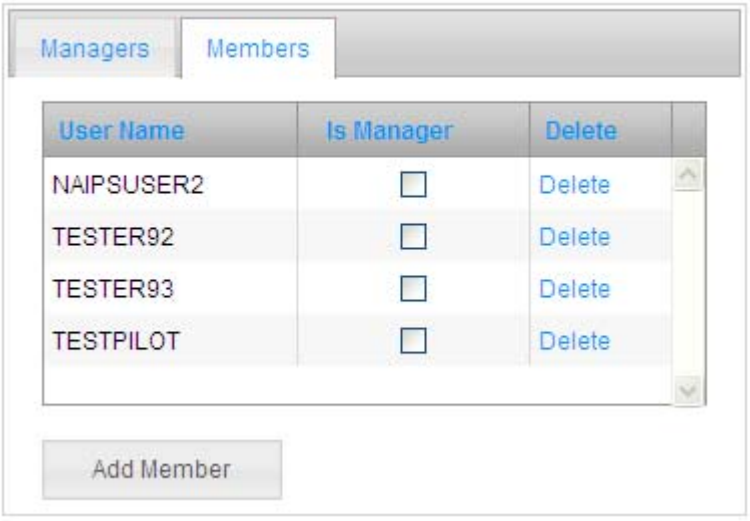
“Delete”	Delete this user as a manager of the group (there must always be at least one manager of a group)
“Add Manager”	Add a new User as Manager of the group


Add Group Manager
Enter a User Name and click the Add button to add as a new group manager.
User Name: *
* The user will not see the group until the next time they log in or refresh their groups.
Add
Cancel

Enter the User Name in the Text box

“Add”	Save the User Name entered as a new Group Manager
“Cancel”	Close the Add Group Manager form without saving changes

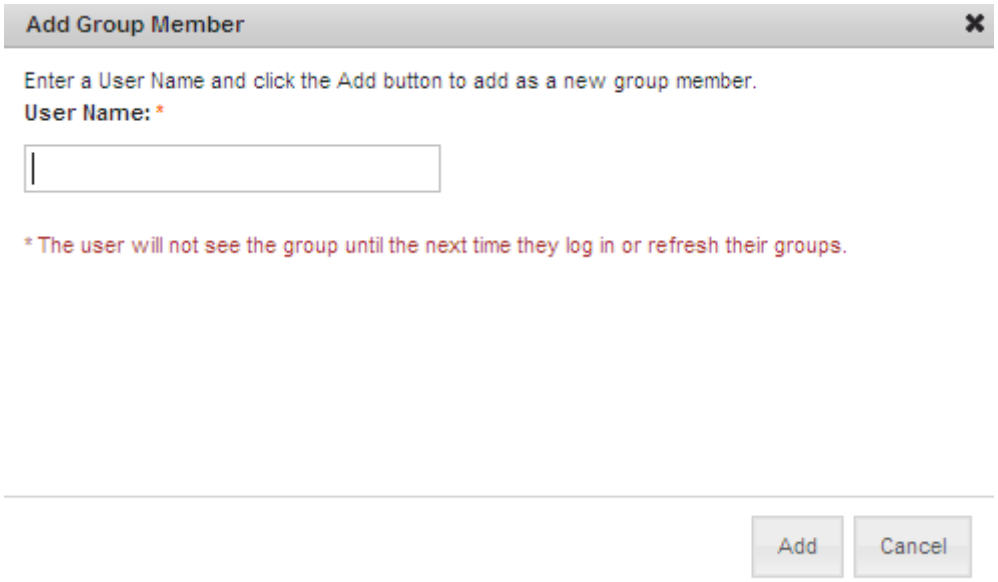
Members



Lists members of the group by User Name

“Is Manager”	Tick this box if you wish to make this user a manager of the group.

“Delete”	Delete this user from the group
“Add Member”	Add a new user as a member of the group


Add Group Member
Enter a User Name and click the Add button to add as a new group member.
User Name: *
* The user will not see the group until the next time they log in or refresh their groups.
Add
Cancel

Enter username that is to be added to the group and click “Add”. The new member will be added to the group and included in the list of members.

This user will have access to flight notifications, briefings and stored templates that are saved under the group name immediately. They are able to do this by accessing the appropriate menu item for the flight notifications or briefings and choosing the group name from the drop down list of group names. If the new member is logged onto the NAIPS Internet Site when they are added to the group, they will need to refresh the current page to populate the drop down list with the new group name.

10.5 Personal or Group

Within the NAIPS Internet Service, there are a number of forms that utilise the option to create and save data as either “Owned” or “Group”.

Personal

These are briefings, flight notifications or templates that can be created and saved for later recall or use, but only using your own personal log on. They are accessed by selecting the “Owned” button when prompted to either save or recall.

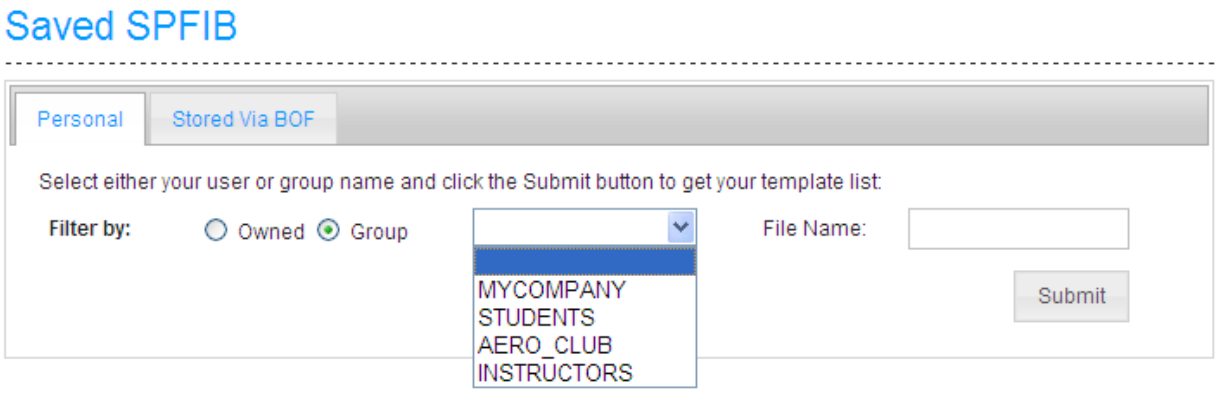
Group

In a number of cases, such as in an airline company or training organisation a number of standard templates are created for use by a number of users within that organisation.

The purpose of a group is to have a central manager or managers of that group, who adds and removes users as required.

Once a member of a group, users can access any templates, briefings or flight notifications that have been saved or created under that group name. A user simply logs on to the NAIPS Internet Service, using their own username and password. Once added to a group, the group name will be available in the Group drop down menu list.

The creator of the group is, by default, made a manager of that group. Additional users can be added to the list as a manager. This addition must be made by an existing manager of the group.



11. NAIPS for Windows Templates

For users who have stored Templates in NAIPS for Windows, such as

- Flight Notifications
- SPFIB
- Location Briefing
- Aircraft Profiles

These may be accessed using the NAIPS Internet Service and then stored on NAIPS for use from any computer with Internet Access.

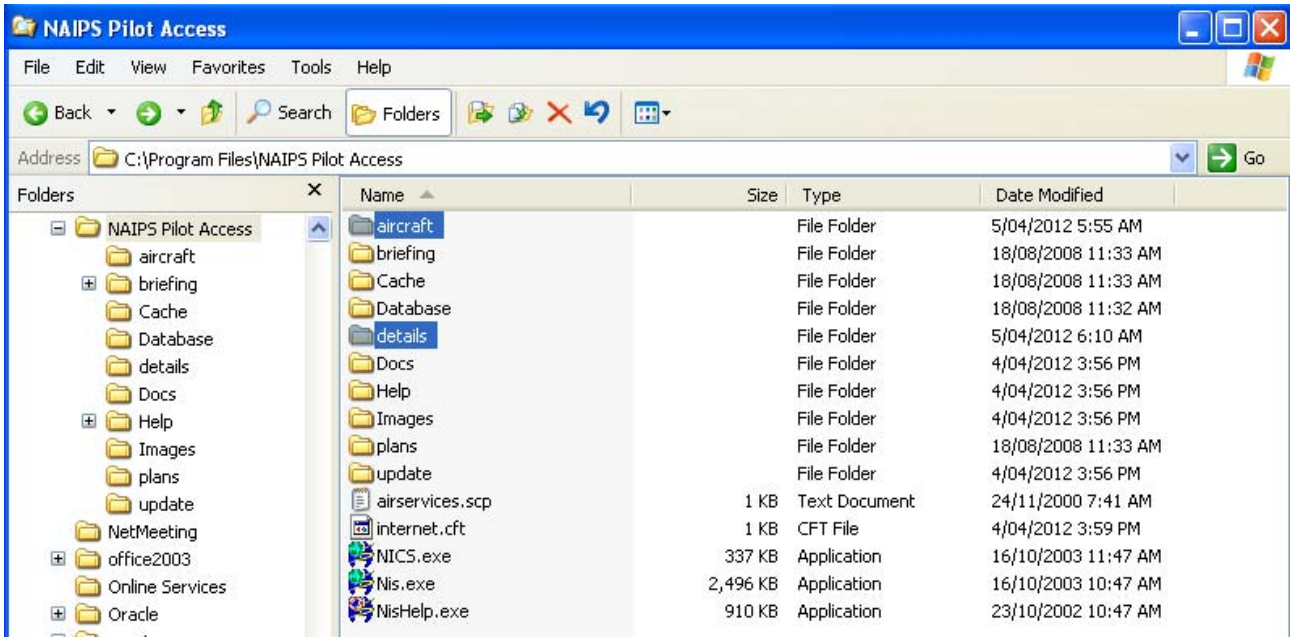
NAIPS for Windows saved files using specific File extensions, depending on the type of template. The choice of name for that file was chosen by the user on saving.

Template file extensions within NAIPS for Windows are

• Flight Notifications	(.dtl)	e.g.	vhabc.dtl
• SPFIB	(.dtl)	e.g.	ymmlymay.dtl
• Location Briefing	(.loc)	e.g.	training.loc
• Aircraft Profiles	(.acf)	e.g.	vhmax.acf

These templates were stored in the computer on which they were created. Where they are stored, depends on where NAIPS for Windows was installed by the user.

However, as a guide, by default NAIPS for Windows would normally be installed with the following path – C:\Program Files\NAIPS Pilot Access.

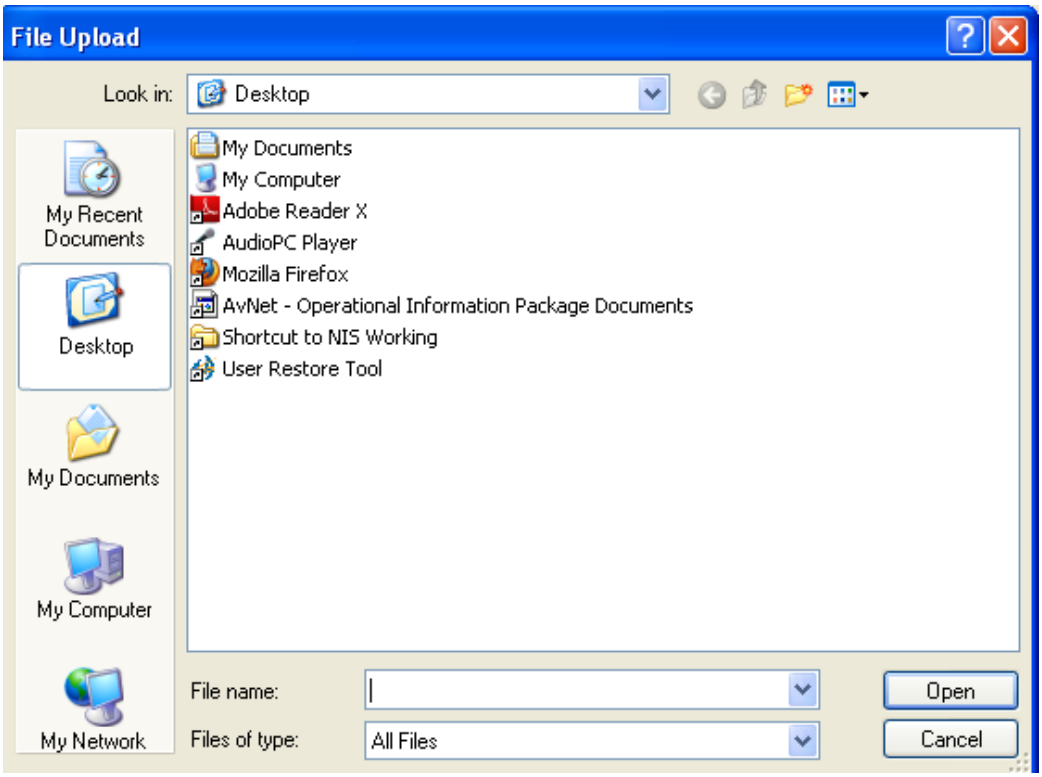


In this case the templates normally be stored as follows –

- Flight Notifications in the “details” sub-folder
- SPFIB in the “details” sub-folder
- Location Briefing in the “details” sub-folder
- Aircraft Profile in the “aircraft” sub-folder

These locations could be altered by the user, by either installing NAIPS for Windows in a different location than the default setting, or by saving the templates in a customised directory structure.

These locally saved templates can be used in the NAIPS Internet Service by navigating to the required file when prompted. For Flight notifications use the



Once these templates have been opened in the NAIPS Internet Service, they can then be saved within NAIPS by using the

button. This will make the templates available for use from other computers with Internet Access, by logging on with your usual User Name and password.